

# APPLICATION FORM: CHILDREN'S MINISTER

## *Children's Minister Employment Application*

Please complete this form and submit it with a CV detailing your previous paid and voluntary employment, education history, and qualifications.

Email completed form and CV to [office@stpetersmaidenhead.org.uk](mailto:office@stpetersmaidenhead.org.uk),  
or post to David Short, St Peter's Church, St Peter's Road, Maidenhead, SL6 7QU.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Initial*

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *Town/City* \_\_\_\_\_ *Post Code*

Mobile: \_\_\_\_\_ Email \_\_\_\_\_

Are you a citizen of the United Kingdom? YES  NO  If no, are you authorised to work in the U.K.? YES  NO

### References

Please give the names and addresses of 2 referees that cover the last 3 years of your employment. One of these must be your current or most recent employer.

The third reference should be a character reference from someone who has known you for over 3 years. If your employment references are not your church leader or other person of authority in your church, your third reference needs to be from a leader in your current church. (NB. We cannot accept references from family members.)

Can we contact these references prior to interview? Yes/No please delete as appropriate.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organisation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organisation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Organisation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Questions**

Q1. Briefly describe your current (or most recent) role in terms of responsibilities and relationships.

Q2. Why are you applying for this job and what will you bring to the role?

Q3. What ways do you match the criteria for this role? What would your main development areas be?

Q4. What impact does your Christian faith have on your life and work?

Q5. What questions or concerns about the role do you have?

**Disclaimer and Signature**

*I certify that my answers are true and that nothing has been omitted from this form (or my CV) that would affect this application.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONFIDENTIAL

## DECLARATION FORM

This section is based on *Practice guidance: Safer Recruitment*, House of Bishops 2015. It is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

**1. Have you ever been convicted of or charged with a criminal offence that has not been filtered in accordance with DBS filtering rules<sup>1</sup>? (Include both 'spent' and 'unspent' convictions.)**

YES  NO

*Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the UK.*

**2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules<sup>1</sup>?**

YES  NO

**3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence or misconduct?**

YES  NO

**4. Has your name ever been placed on the Protection of Children Act (POCA), List 99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Disclosure and Barring Service, barring you from work with children or vulnerable people?**

YES  NO

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<sup>1</sup> Certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service [website](#).

**5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm<sup>2</sup> to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?**

YES  NO

**6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?**

YES  NO

*Note: Make any statement you wish regarding any incident you wish to declare.*

**7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?**

YES  NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.*

**8. Have you ever had any allegation made against you, which has been reported or referred to and investigated by the Police, Social Services, Children or Adult Social Care?**

YES  NO

**9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

YES  NO

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<sup>2</sup> Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

**10. If you are working from home with children, is there anyone who is over 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules<sup>1</sup>; or is that person at present the subject of a criminal investigation or pending prosecution?**

YES  NO

*Note: All these matters will be checked with the relevant authorities.*

**Declaration and Undertaking**

I declare that the above information (and that on any attached sheets) is accurate and complete to the best of my knowledge. I agree to provide references as requested.

I undertake to inform the relevant church authorities promptly should any convictions, court orders or allegations concerning matters of this kind arise.

Signed.....

Full name.....

Date..... Date of Birth .....

Address.....

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