****

**APPLICATION FORM**

**Youth & Families Worker**

**based at Felpham Methodist Church**

**Thank you for expressing interest in the post of Youth & Families Worker based at Felpham Methodist Church, within the West Sussex (Coast and Downs) Methodist Circuit.**

**We invite you to complete the following application form, along with the additional Equality and Diversity monitoring form. Please read these notes, carefully before you complete the application form. We look forward to receiving your application.**

* The Job Description and Person Specification describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the Job Description and Person Specification, and consider what experience you have that would equip you for this post.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper or make the text boxes larger if you need to write more than the form currently provides space for.
* Try to provide evidence or give examples of how you can meet the requirements of the Job Description and the Person Specification.
* Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

|  |  |
| --- | --- |
| **Please return the completed form to:** | **West Sussex (Coast and Downs) Circuit**c/o Malcolm Lindo37, Limmer Lane, Felpham, PO22 7HDe-mail: Malcolm.lindo@yahoo.co.ukTelephone: 01243 825254 |

**Data protection statement**

*Privacy Policy:* [*https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice*](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice)

* *The information that you provide on this form will be used to process your application for employment. We process this information in line with our privacy policy.*
* *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
* *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our privacy policy.*

|  |
| --- |
| **PART 1: Personal Details** |
| Title |  |
| Surname |  |
| First Name(s) |  |
| Address:(inc. Postcode) |  |
| Email: |  |
| Home Tel: |  |
| Mobile Tel:  |  |
| What is the name of the church you are currently part of? |  |

|  |
| --- |
| **PART 2: Introductory Information** |
| What has led you to want to apply for this post? *Max 300 words. Please be general here in offering us a summary of your reasons for applying. There is space for more detailed information later in the application form.*  |
|  |

|  |
| --- |
| **For Office Use Only** |
| **Date Received** |  | **Application No** |  |
| **Shortlisted** | Yes [ ]  No [ ]  |
| **Appointed** | Yes [ ]  No [ ]  |

|  |
| --- |
| **PART 3:** **Employment History**List all employers starting with your present or most recent first. (add additional rows as required)Please account for any gaps in employment. |
| **Name and Address of Employer** | **Position Held and Brief Description of Core Duties** | **Month & year employment began and ended.**  | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **PART 4: Employment Information** |
| Are there any restrictions on your right to work in the UK? | Yes / No |
| *Please be aware that under Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (*[*Immigration, Asylum and Nationality Act 2006 (legislation.gov.uk)*](https://www.legislation.gov.uk/ukpga/2006/13/crossheading/employment)*, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the West Sussex (Coast & Downs) Circuit can confirm any offer of appointment e.g. Passport or birth certificate.* |
| If you answered yes to the above, please state restrictions and the expiry date of any permissions here. |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  | Yes / No |
| *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.* |
| If you answered yes to the above, please supply further details here.  |

|  |
| --- |
| **PART 5: TELL US WHY YOU BELIEVE YOU ARE SUITABLE FOR THIS ROLE**Please give any details you wish in support of your application, specifically addressing the **Job Description** and qualifications, experience, skills, knowledge and qualities we are looking for, as outlined in the **Person Specification.**  |
|  |

|  |
| --- |
| **PART 6: ADDITIONAL INFORMATION** You are welcome to give additional information in the space below.People’s mental health and wellbeing is important to us, and so we’d also love to hear a bit more about you as a person, your hobbies and interests. |
|  |

|  |
| --- |
| **PART 7: REFERENCES**Please give the names, postal & email addresses, and telephone numbers of **at least two referees** who can broadly represent your professional work and personal interests, one of which should be from your church leader or most recent employer.  |
| **Reference 1** |
| Name: |  |
| Position: |  |
| Organisation/Company Name: |  |
| Contact Address: |  |
| Email: |  |
| Telephone: |  |
|  |
| **Reference 2** |
| Name: |  |
| Position: |  |
| Organisation/Company Name: |  |
| Contact Address: |  |
| Email: |  |
| Telephone: |  |
|  |
| **Reference 3 (optional)** |
| Name: |  |
| Position: |  |
| Organisation/Company Name: |  |
| Contact Address: |  |
| Email: |  |
| Telephone: |  |

|  |
| --- |
| It is our practice to approach referees of shortlisted candidates only. **I give\*/do not give\* my consent to references being sought in conjunction with my application for employment.**\*(delete as appropriate) |

|  |
| --- |
| **PART 8: DECLARATION**  |
| * I declare that the information contained in this form is true and accurate.
* I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.
* I understand that any offer of employment is subject to the West Sussex (Coast and Downs) Circuit being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).
 |
| **EQUAL OPPORTUNITIES: EQUALITY & DIVERSITY MONITORING** In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we would appreciate it if you would be willing to complete an equality and diversity monitoring form. The information you provide will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.**Please send me\* / do not send me\* an equality and diversity monitoring form.** \*(delete as appropriate) |
| Signature: |  |
| Date: |  |