**APPLICATION FOR ROLE WITH St Stephen’s twickenham**

**(Strictly private & COnfidential)**

Please submit your completed application and supporting statement to: Nicola Patel, Operations Director, at [nicolapatel@st-stephens.org.uk](mailto:nicolapatel@st-stephens.org.uk)

# Please complete this form in full, as CVs are not accepted.

|  |
| --- |
| TITLE OF POST APPLIED FOR: **Senior Children’s and Families Pastor**  CLOSING DATE: **Sunday 22nd June 2025. Interviews week commencing Monday 30th June 2025** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part A – 1. APPLICANT’S PERSONAL DETAILS** | | | |
| SURNAME: | | TITLE (Mr, Mrs, Ms etc.): | |
| FORENAMES: | | PREVIOUS NAME(S) (if applicable): | |
| N.I. NUMBER: | |  | |
| PERMANENT ADDRESS: | | | |
| TEMPORARY ADDRESS (if different): | | | |
| WORK TELEPHONE: | HOME TELEPHONE: | | MOBILE NUMBER: |
| EMAIL: | | | |
| Please answer the following question:  We only accept applications from people with a right to be work in the UK.  Please confirm you have the legal right to work in the UK. Yes  No | | | |

Applications will be acknowledged. We aim to advise non-short-listed applicants within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within two weeks of the closing date, please assume that you have been unsuccessful.

|  |
| --- |
| **2. PRESENT OR MOST RECENT EMPLOYMENT** |
| Name of Employer:  Address:  Tel. No.:  Present post:       Date appointed from:       to:  Current/final salary:       Notice required:  Reason for leaving/or why looking to leave:  Brief description of duties and responsibilities: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. PREVIOUS EMPLOYMENT**  **Please complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.** | | | | | |
| Name and address of church, charity, company or, organisation (if applicable) | Job title  and reason for leaving | Salary | Full  or part-time? | Dates | |
| From | To |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. EDUCATION AND TRAINING** | | | |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | EXAMINATIONS PASSED WITH GRADES |
| Secondary School or College: |  |  | GCSE or equivalent:  A Levels or equivalent: |
| University or College: |  |  | Main subject(s):  Degree and date awarded:  Class of degree:  Full time/Part time: |
| Postgraduate Study: |  |  | Qualification:  Date awarded: |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. TRAINING/PROFESSIONAL DEVELOPMENT** | | | |
| Please give details of any relevant courses, training or qualifications with the place and date completed. | | | |
| TITLE | ORGANISING BODY | DATE | NUMBER OF DAYS |
|  |  |  |  |

|  |
| --- |
| **6.**  **VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)** |
| This may not be connected with the post applied for but may still be relevant. |
|  |

|  |
| --- |
| **7. REFERENCES** |
| Please give the names of three referees. One of whom should be in a position to vouch for your professional work (ideally your current line manager) and one of whom should be a close friend who can comment on your character and spiritual journey to date. Please note that references will not be requested prior to interview but will be evaluated before appointment. |
| i) Name:  Position:  Address:  Telephone number:  Email address:  Relationship to you: |
| ii) Name:  Position:  Address:  Telephone number:  Email address:  Relationship to you: |
| iii) Name:  Position:  Address:  Telephone number:  Email address:  Relationship to you: |

|  |
| --- |
| **8. SUPPORTING STATEMENT** |
| Your application should be supported by a letter of not more than 2 sides of A4 (11pt), addressing the criteria in the person specification for this post and your motivation for applying for this particular role. In this supporting statement you may wish to address the following, which will be explored at interview:   1. Explain why are you applying for this post? 2. Please give details of the relevant skills, qualities and experience that you have that you feel would equip you for this role. 3. Which aspects of the role are you least confident about dealing with? (Please be as honest as you can) |

|  |
| --- |
| **9. WORKING IN A CHURCH OF ENGLAND ORGANISATION** |
| As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. |
| Please add a brief statement here in support of your application to this Church of England organisation, explaining how you will find working and potentially worshipping within this denomination: |
| If you are a practising member of a church, please give details:  Denomination:  Place of Worship and address:  Diocese (if applicable): |

|  |
| --- |
| **10. ADDITIONAL INFORMATION** |
| Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if there any reasonable adjustments that may be necessary for us to make as part of the recruitment process and/or if we were to offer you the role you are applying for. |
| **Declaration**  I understand that under the terms of the Asylum and Immigration Act 1996 should I be successful for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.  \*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.  To the best of my knowledge the information on this form is correct.  I am in possession of certificates, which I claim to hold.  I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal. |
|  |

Name

Signature       Date

|  |  |
| --- | --- |
| **Part B – EQUAL OPPORTUNITIES MONITORING** This section will be removed prior to shortlisting | |
| This Equal Opportunities Monitoring is separated from your application upon receipt and will neither be seen by the selection panel, nor by anybody else outside of the HR team at any time during the recruitment process or your potentially ensuing employment. The information on this form is treated as confidential to St Stephen’s PCC and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory. | |
| **Post applied for:**  Where did you see this post advertised? If seen on internet, please specify website: | |
| **Gender**  Please indicate your gender: Male  Female  Was your gender registered differently at birth or is it possible that it may change in the future? Yes  No  Prefer not to say  **Age**  Please indicate your age: 16 – 25  26 - 35  36 - 45  46 – 55  56 - 65  65 + | |
| **Sexual Orientation**  Do you consider yourself to be  Heterosexual  Bisexual  Gay / Lesbian  Prefer not to say | |
| **Religious Belief**  Which one of the following best described your religious belief?  Atheism  Buddhism  Christian  Hinduism  Islam  Judaism  Sikhism  No belief  Prefer not to say  Other  *Please specify* | |
| **Disability**  Do you consider yourself to have a disability? Yes  No  Prefer not to say | |
| **Ethnic Origin**  Choose one section from A-E and then tick the appropriate box to indicate your cultural background | |
| **A** White  British  English  Scottish  Welsh  Other, please write in  Irish  Any other white background,  please write in  **B** Mixed  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background, please  write in  **C** Chinese British, Chinese English,  Chinese Scottish, Chinese Welsh  Chinese | **D** Asian  Asian British, Asian English, Asian Scottish, or Asian Welsh  Indian  Pakistani  Bangladeshi  Any other Asian background, please write  in  **E** Black  Black British, Black English, Black Scottish, or Black Welsh  Caribbean  African  Any other Black background, please write  in  Any other background, please write in |