

Application Form

Resident Community Members

APPLYING FOR A JOB WITH THE STANTON HOUSE TRUST

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

- Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- **Please note** that we are only able to employ those legally entitled to work in the UK. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

The Disability Discrimination Act 1995 defines a disabled person as:

(Relevant to question 10 on page 8) 'A person with a physical (including sensory) or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.' Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

Stanton House is a Christian Retreat House providing hospitality, rest, and renewal

Under the 2010 Equality Act, schedule 9, there is a genuine occupational requirement for residential community members to be practising Christians in line with our Trust Deed: actively taking part in, and leading, collective prayer, gospel reading, daily reflections/devotions, and collective worship.

DATA PROTECTION ACT 1998 – FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then destroyed.

Please return this application form to: michele.birkin@stantonhouse.org.uk

Would you please note that, in the interest of economy, the receipt of an application is not acknowledged. If you have not been contacted within 14 days of the closing date, you should assume your application has not been successful on this occasion. You are welcome to apply for other suitable positions in the future.

NB - DO NOT TYPE BEYOND THE END OF THE BOXES - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET

Job details
Position applied for:

1. Personal details			
First name:		Surname:	
Address:			
City:	Post Code:	Country:	
E-mail:		Mobile Telephone:	
National insurance number			

2. Education and Qualifications. (Any certificates or qualifications that are 'essential' to the role will be checked at interview)				
Names of Schools/ Colleges/Universities	From	To	Qualifications Obtained (including Awarding Body, subject, and grades)	Date of Award(s)

3. Additional education or training courses

Details of any other specialised training or qualifications that are not covered in previous sections (e.g. short courses, on-the-job training, etc.)

4. Your Story Please provide a brief biography including details of your Church and Christian experience:

5. How do you resource yourself in your free time?

6. Reason for applying including experience and any special skills/interests that are relevant to the post.

Please include all skills that would be relevant to working at Stanton House, especially those related to the '*essential experience and skills*' set out in the Person Specification.

Please use an additional sheet if necessary.

7. Gifts for hospitality and community living

What do you understand by community?

Have you any experiences of community living and of hospitality?

Where do you expect to be challenged by community living?

What gifts (e.g. catering, housekeeping, administration, guest relations etc.) would you bring to the role?

What is your best characteristic, and why do you think this?

What is a characteristic you are working on, and again why?

8. Employment History Starting with your first post and ending with your present post. **Please include all paid and voluntary work. give exact dates and indicate the reasons for any gaps in your employment record**

Name of Employer	Post Held Reason for leaving	Full/Part Time/ Temp	Address	Areas of Responsibility	Dates		
					From	To	
D	M	Y	D	M	Y		

9. Disclosure of Criminal Background

Do you have any convictions, cautions, reprimands, or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **Yes / No**

If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope marked confidential and take along to interview if successful.

Please note: you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

Please note: the amendments to the Exceptions Order 1975 (2013) provide that 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 web site.

If this post involves working with children or vulnerable adults:

I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a Regulatory Body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.

Signed:

Date:

10. Do you consider yourself to have a disability?**Yes / No****11. If you answered yes in the question above, please let us know your circumstances to allow us to remove or reduce any disadvantages that may be related to your disability.****12. By supplying this information, you consent to our using it for verification and for all employment purposes as defined in data protection legislation.**

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal.

Signed: _____

Date: _____

Referees

Please provide the names and addresses of two referees who know you well. One should be your most recent employer and the other should preferably be your church leader.

Name:

Name:

Position:

Position:

How long has he/she known you?

How long has he/she known you?

Address:

Address:

Telephone:

Telephone:

E-mail:

E-mail:

Please indicate whether you wish the taking up of references to be left until after interview **Yes / No**