This application is private & confidential. Please write or type clearly in black and extend the boxes as needed.

**Please return this form along with your CV and covering letter to:**

Jessica Forrester [Jessica.Forrester@liverpool.anglican.org](mailto:Jessica.Forrester@liverpool.anglican.org)

The Parish Office, St Nicholas’ Centre, 70 Church Road, Halewood, Liverpool, L26 6LA

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | | |
| Previous name(s) |  | | |
| Address |  | | |
| Postcode |  | | |
| Home phone |  | Mobile: |  |
| Email |  | | |

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |

**Referees**

Please provide the names, organisations, job titles, addresses and phone numbers of two referees. At least one should be your current or most recent employer, and ideally one should be your current church leader. Please indicate the capacity in which you know them and if we may approach for a reference now.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| **Address** |  |  |
|  |  |
|  |  |
| **Phone** |  |  |
| **Email** |  |  |
| **Job Title** |  |  |
| **Organisation** |  |  |
| **Capacity** |  |  |
| **Approach?** | Yes / No | Yes / No |

Work/Volunteer History

Beginning with your current or most recent experience, paid or unpaid, and working backwards in chronological order, please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name & address  of employer/volunteer placement | Job title  & summary of duties | Reason  for leaving |
| From | To |
|  |  |  |  |  |

Gaps in Employment/Volunteer Experience History

Please provide in this section explanations for any gaps in your engagement (paid or unpaid) history (chronologically, most recent first).

|  |  |  |
| --- | --- | --- |
| Dates | | Details of Gaps in Employment/Volunteer Experience |
| From | To |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Place of study** | **Qualifications attained** |
| **From** | **To** |
|  |  |  |  |

|  |
| --- |
| Are you a member of any professional bodies? If so, please provide detail: |

|  |
| --- |
| *Please explain what attracts you to this post.*  *How do your skills, gifts and experience make you a brilliant fit for this role? Please describe what you can bring to this role, referring closely to the person specification and giving specific examples as appropriate.*  *This is a new role, with scope for embracing new ways of serving local church communities. Can you tell us how you imagine the role will contribute to the diocesan vision of a bigger church making a bigger difference, including some of the potential challenges and opportunities you might encounter?* |

Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’.

Have you ever been convicted of a criminal offence? Yes or No

Do you have any criminal charges or summonses pending against you? Yes or No ¨

Having a criminal record will not necessarily bar you from working with us

Disabled applicants

If invited to interview, are there any special access arrangements that you would like to be made?

**Other Information**

Do you possess a car and a full driving licence? Yes or No

If successful, you will be required to provide documentation to prove your right to work in the UK and fulfil the requirements of the Parish Safer Recruitment process.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signature: …………………………………………………….. Dated: …………………………………………………..

|  |
| --- |
| **Data Protection statement** |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process information provided by you in this form as outlined in the GDPR regulations.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice which is located at <https://liverpoolcofe.org/privacy-notice/> |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Christ our Hope being satisfied with the results of a series 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).  Signed: …………………………………………………………… |