APPLICATION FOR EMPLOYMENT

**Post applied for:**

**Return completed form to:** recruitment@stjohnsharborne.org

Section 1: Name Details

Title: Click or tap here to enter text. Surname: Click or tap here to enter text.

First Name: Click or tap here to enter text. Preferred First Name: Click or tap here to enter text.

Section 2: Address Details

House number/name & street name: Click or tap here to enter text.

Town/city: Click or tap here to enter text. County: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Primary number: Click or tap here to enter text. Secondary number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Section 3: right to work and nationality

National Insurance Number: Click or tap here to enter text.

Do you have the legal right to work in the UK? Choose an item.

Please provide any conditions or details which may affect your right to work in the UK (e.g. end date, visa type etc.) Click or tap here to enter text.

Where did you see this advert? Click or tap here to enter text.

Do you have any unspent criminal convictions? Choose an item.

If yes, please provide conviction details and dates: Click or tap here to enter text.

Section 4: Employment History

Do you have any employment/career history? Choose an item.

Please enter details of your employment history:

Employer name: Click or tap here to enter text.

Job title: Click or tap here to enter text.

Type of organisation: Click or tap here to enter text.

Date Appointed: Click or tap here to enter text.

Date when left: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Duties and responsibilities (max 250 words): Click or tap here to enter text.

Employer name: Click or tap here to enter text.

Job title: Click or tap here to enter text.

Type of organisation: Click or tap here to enter text.

Date Appointed: Click or tap here to enter text.

Date when left: Click or tap here to enter text.

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Employer name: Click or tap here to enter text.

Job title: Click or tap here to enter text.

Type of organisation: Click or tap here to enter text.

Date Appointed: Click or tap here to enter text.

Date when left: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Duties and responsibilities (max 250 words): Click or tap here to enter text.

Please provide other employment and volunteer details not included above: Click or tap here to enter text.

Have you had any breaks in your employment history >3months? Choose an item.

If yes, please provide details of any breaks in employment >3months: Click or tap here to enter text.

How soon would you be available to start were you to be offered this position? Click or tap here to enter text.

Section 5: Secondary education

Please list your GCSE and A Level (or equivalent) results below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | From | To | Qualifications/Subject | Grade |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Section 6: Further / Higher Education

Please list your Further or Higher Education qualifications, starting with the most recent:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University / College | From | To | Qualifications/Subject | Grade / Results |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Please list any other relevant training, music qualifications, professional qualifications & membership of professional bodies:

Click or tap here to enter text.

Section 7: Licences

Do you hold a current UK driving licence? Choose an item.

Do you have access to a car for work use? Choose an item.

Section 8: Christian Experience

Please describe your ‘Christian History’ – how you became a Christian and any significant times/events since:

Click or tap here to enter text.

Please list churches you have belonged to – giving dates & brief outline of church tradition, any positions held and/or areas of responsibility:

Click or tap here to enter text.

How would you describe your current churchmanship/Christian identity? Click or tap here to enter text.

Section 9: competence questions

Please provide statements below describing your skills and experience relevant to each of the stated competencies:

1. What skills and experience would you bring to this role? (approx. 250 words)  
   Click or tap here to enter text.
2. What personal qualities do you believe you have which would help you deliver the full scope of the job description? (approx. 250 words)  
   Click or tap here to enter text.

SECTION 10: SUPPORTING INFORMATION

Please give any details you feel are relevant in support of your application, including why you are interested, why you think you would be suitable and how you would approach delivering the job description (please use as much space as necessary).

Click or tap here to enter text.

Please tell us about any other interests that you have. Click or tap here to enter text.

SECTION 11: REFERENCES, SIGNATURE & OTHER DETAILS

If you are invited to interview, would you require any special arrangements on account of disability? Choose an item.

If yes, please give details that would help us to accommodate you during the interview as per the Equality Act 2010:Click or tap here to enter text.

Please give details of two referees. One should be your church leader or an equivalent person and the other your current or most recent employer.

References for shortlisted candidates may be taken up before interview unless you request otherwise.

Referee One

Title: Click or tap here to enter text. Surname: Click or tap here to enter text.

First Name: Click or tap here to enter text. Position: Click or tap here to enter text.

House number/name & street name: Click or tap here to enter text.

Town/city: Click or tap here to enter text. County: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Phone number: Click or tap here to enter text. Email address: Click or tap here to enter text.

Relation to candidate: Click or tap here to enter text.

Do you give permission for references to be taken up prior to interview? Choose an item.

Referee Two

Title: Click or tap here to enter text. Surname: Click or tap here to enter text.

First Name: Click or tap here to enter text. Position: Click or tap here to enter text.

House number/name & street name: Click or tap here to enter text.

Town/city: Click or tap here to enter text. County: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Phone number: Click or tap here to enter text. Email address: Click or tap here to enter text.

Relation to candidate: Click or tap here to enter text.

Do you give permission for references to be taken up prior to interview? Choose an item.

Data Protection & Declaration

Data protection statement: St Johns Church will hold your details on file and details will be shared with other staff and lay members of the church who are directly involved in the application and interview process.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018.

The PCC of St John’s is committed to safeguarding and promoting, the welfare of children, young people, and vulnerable adults. All postholders and volunteers are expected to share this commitment.

I understand that all appointments to roles undertaking regulated activity are subject to acceptable pre-appointment checks, including references and an enhanced DBS check.

I declare that the information given in this application is to the best of my knowledge complete and correct. I authorise St John’s church to verify any of my qualifications.

Signature: Click or tap here to enter text.

Print Name: Click or tap here to enter text.

Date: Click or tap to enter a date.