

# Safer Recruitment Application Form

To apply for any role with ChaplaincyPlus complete all relevant sections of this form as fully as possible and email to [recruitment@chaplaincyplus.org.uk](mailto:recruitment@chaplaincyplus.org.uk). If there is insufficient room to answer any question, continue on a separate sheet. The information you give will be kept confidential by ChaplaincyPlus, unless requested by an appropriate authority.

If applying for a **voluntary role**, please complete **Section A and Section C**.

If applying for a **staff or trustee role**, please complete **Section A, Section B and Section C**.

A copy of our Privacy notice which explains how we process your data can be viewed at <https://chaplaincyplus.org.uk/privacy/>.

## SECTION A (for all applicants)

|                   |  |
|-------------------|--|
| Role applied for: |  |
| Your full name:   |  |

### PERSONAL DETAILS

|                                  |   |
|----------------------------------|---|
| Date of birth:                   |   |
| Email:                           |   |
| Phone number(s):                 |   |
| Address:                         | Post code:  |
| How did you hear about the role? |   |
| Current employment               | Area of work:<br>Job title:<br>Employer's name & address: |

Please let us know if you have any accessibility requirements and we will make any reasonable adjustments to help you with the interview process:

## WHY CHAPLAINCYPLUS?

In your own words, tell us why you are applying for a role with ChaplaincyPlus.

Briefly outline your journey of faith.

## SUPPORTING INFORMATION

Please use this space to inform us of your skills, experience, knowledge, attributes and motivations. You should make reference to the role description and person specification when completing this section.

## REFERENCES

If the role you are applying for has a Genuine Occupational Requirement (GOR) for the post-holder to be an active and practicing Christian, one reference must be from a current (or most recent) church leader who has known you for at least 2 years. If you are applying for a paid position at ChaplaincyPlus, one referee must be the name of a current or most recent employer. Please name a manager or personnel officer, not a colleague.

ChaplaincyPlus reserves the right to make any character enquiries considered necessary as part of the application process, for example from a previous place of worship or employer.

| Referee 1            | Referee 2            |
|----------------------|----------------------|
| Name:                | Name:                |
| Email:               | Email:               |
| Phone number:        | Phone number:        |
| Relationship to you: | Relationship to you: |

## SECTION B (for staff and trustee roles only)

|  |   |
|--|---|
| Are you related or have any connection with any current ChaplaincyPlus staff or trustees?  | If yes, please provide details:                     |
| Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment? | No [ ] Yes* [ ]<br>*If yes, please provide details: |
| Do you have the right to work in the UK?   | No [ ] Yes* [ ]                                     |
| Do you need a work permit to work in the UK?   | No [ ] Yes* [ ]<br>*If yes, please provide details: |

## WORK HISTORY

Please tell us about your past and current employment / voluntary work in the table below (most recent first), including employment gaps.

For each entry please include: **Employer name and address, dates from and to, the role, a brief description of your duties and responsibilities, and your reason for leaving.**

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## EDUCATION & TRAINING

Please tell us about your formal education history and any relevant training you have received in the table below (most recent first).

For each entry please include: **Name of education/ training provider, dates from and to, course or qualification title, and the result achieved.**

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### SECTION C: DECLARATION (for all applicants)

- ✓ I confirm that I have completed all sections of this application form relevant to the role I am applying for.

**Volunteer roles:** Section A and Section C

**Staff/ Trustee roles:** Section A, Section B and Section C

- ✓ I confirm that I have completed and returned a Self-Declaration form, separate to this application form, to the ChaplaincyPlus Safeguarding team.
- ✓ I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any way, ChaplaincyPlus reserves the right to terminate my involvement in the recruitment process or my employment should I later be successful.

Signed:

Print name:

Date: