



APPLICATION FORM

Position applied for:

Job title	
Full Time or Part Time (if P/T please indicate maximum hours per week)	

Personal Details:

Surname		Address
First name		
National Insurance No.		
Telephone (mobile)		
Telephone (home)		
Email		

Education and qualifications *(Qualifications will only be taken into account where they are strictly required for the post. Together Church will require evidence of these qualifications)*

School, College, University	Dates	Qualifications gained including subjects, grades or results expected/attained

Courses attended/skills acquired *(Please summarise any other skills that you have and/or training that you have received that may be relevant to the position applied for)*

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Present or most recent employment/voluntary work:

Job title		From/to		/	
Organisation		Notice period			
Address		Salary			
		Other benefits			
Telephone		Web			
To whom were you responsible?		How many staff were you responsible for?			
Nature of business					
Your responsibilities					
Why do/did you wish to leave?					

Previous work experience/voluntary work *(Please start with most recent past experience, adding further jobs or relevant information on a separate sheet)*

From	To	Organisation's name and location	Your position and brief description of duties	Reason for leaving

References

Please tick if you **do not** wish us to contact your current employer before interview

References will be sought prior to interview unless you specify otherwise. Please give name and details of two referees. These should include one character reference and one professional reference. You must give the name of your Line Manager in your present or most recent employment as one referee or if you are a college or university leaver your Departmental Head or Tutor. Contracts of employment will only be offered upon receipt of satisfactory references.

Reference 1

Name		Address
Occupation		
Relationship		
Telephone		
Email		

Reference 2

Name		Address
Occupation		
Relationship		
Telephone		
Email		

Why should we appoint you to this post? *(Please give details of your skills, experience and knowledge to demonstrate how you meet the requirements of this post as set out in the accompanying job description and person specification. Please enclose additional sheets with any further information you may wish to give in support of your application)*

Personal faith *(Please describe how you became a Christian, the difference your faith makes to your life and your current involvement in church)*

Interests *(Please give details of your interests, indicating what your level of involvement has been in these areas)*

Medical details

Do you have a medical condition that may prevent you from fulfilling any of the duties that may reasonably be expected of you? <i>(please circle)</i>	Yes / No
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Do you have any disabilities that may affect your application? <i>(please circle)</i>	Yes / No
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If YES to either question please give details on a separate sheet and include if relevant:

- a) any reasonable adjustments which you feel should be made to the recruitment process to assist in your application for the job
- b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job

Convictions (Rehabilitation of Offenders Act 1974)

Have you been convicted of a criminal offence? <i>(please circle)</i> Spent convictions, as defined by the Rehabilitation of Offenders Act 1974, being specifically excluded unless the post you are applying for has regular contact with vulnerable people. Please note: You will be required to apply for an Enhanced DBS disclosure.	Yes / No
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Child protection

Have you any previous convictions, cautions, bind-overs or pending cases affecting your suitability to work with vulnerable people? <i>(please circle)</i>	Yes / No
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If YES to either question regarding convictions and child protection you are required to give details on a separate sheet and place it in an envelope marked "Private and Confidential – for recruitment panel only".

Driving

Do you hold a full driving licence? <i>(please circle)</i>	Yes / No	Do you own or have access to the use of a car?	Yes / No
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Declaration

I certify that the information given on this form is, to the best of my knowledge, true and complete and agree that it should form part of the basis of my engagement. Any false statement may be sufficient cause for rejection or, if employed, dismissal without notice.

Signature		Date	
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Please return this form (along with the Equal Opportunities Monitoring Form) to:
pete@togetherchurch.co.uk via email. Or if preferred, by hand to the Together Church office, ECHO building, St. James Road.

EQUAL OPPORTUNITIES MONITORING

Together Church is committed to developing positive policies to promote equal opportunities in employment. To assist us in monitoring the effectiveness of this policy, please complete the form below. The information is completely confidential and is used to ensure that employment opportunities are equally available to all suitably qualified candidates.

Please return the form in a separate envelope along with your application form. Thank you.

Post applied for:	
How did you hear about this vacancy?	
Gender:	Male / Female
Nationality:	
Age range (please circle):	20 – 30, 31 – 40, 41 – 50, 51 – 60, 61 - 70

Ethnicity (tick one of the options below):

White <input type="checkbox"/> English <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please specify)	Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please specify)	Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background (please specify)
Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please specify)	Chinese <input type="checkbox"/> Chinese	Other ethnic group <input type="checkbox"/> Other (please specify)

Disability

The Disability Discrimination Act definition of disability: Someone who has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities (at work on a regular basis).

I have a disability:	YES / NO
If YES, please disclose the nature of your disability below (at your discretion):	

Data Protection Act:

Together Church will process and store all data in compliance with the Data Protection Act 1998. Please tick the box below to give your consent that the information you have given on this form may be processed and stored in this way.

I consent to the information I have given being stored and processed as described above.

Name:		Date:	
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