



ST MARY STOKE PARISH CHURCH

Stoke Street

Ipswich

IP2 8BA

Email: stmarystoke@gmail.com

Website: www.stmarystoke.org

NOTES FOR COMPLETION OF APPLICATION FORM

Please read these general notes before completing the application form

- You may submit your application either electronically, preferably in pdf format to:
rev.sophiecowan@gmail.com
- It is important that this application form is completed in full by all applicants. We will not accept Curriculum vitae as a substitute.
- Where indicated as applicable to the post, the successful candidate will also be required to receive a satisfactory Disclosure & Barring Service check.
- The Data Protection Act of 1998 applies to all references and commendations.
- Closing date for receipt of applications is as stated in the advertisement and/or church website.

Please retain this page for your information – you do not need to return it with your application form.

DIOCESE OF ST EDMUNDSBURY AND IPSWICH

APPLICATION FORM

Position applied for:		Ref: (For office use)
------------------------------	--	---------------------------------

Part A – Personal Information

Surname	
Title	
Forename(s)	
Address	
Home contact number	
Daytime contact number	
Mobile telephone number	
Email	

What period of notice are you required to give to your present employer?	
---	--

Declaration

I declare that the information I have given in each section of this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to St Mary Stoke PCC and Finance Committee holding and processing sensitive personal data supplied on this application form under the terms of the Data Protection Act 1998.

Signed:

Date:

Position applied for:		(For office use)
------------------------------	--	------------------

Part B – Education and Qualifications

Please give details of examinations passed and qualifications gained.

From GCSE or equivalent to degree level in chronological order	
Establishment	Qualifications gained

Postgraduate education, in-service training or study or any other professional qualifications	
Establishment	Qualifications gained

Part C – Employment History

Starting with your present appointment, please state, in reverse chronological order, what you have done in the course of your career. Please provide details for any period you were not either working or in full time education.

Dates From To		Name and address of employer/diocese	Position held and brief description of responsibilities	Reason for leaving	Salary Received

Part C (cont) – Employment History *(please continue on this sheet if necessary)*

Dates		Name and address of employer	Position held and brief description of responsibilities	Reason for leaving	Salary Received
From	To				

Part D – Further information in support of your application

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

For example, you may include details of any other training, qualifications or skills relevant to the post, leisure interests and hobbies etc or details of voluntary work of relevance to this application. Please include any offices and/or responsibilities held either locally or nationally in the Church of England.

In particular, looking at the person specification please give examples of how you meet the criteria.

If this post has a genuine occupational requirement (GOR) please state how you meet this.

PART E – Confidential information

This section will be detached from the main part of the application form and will not be seen by any member of staff except those administering the Human Resources function.

Referees

Obtaining references is an essential part of our recruitment process and will normally be taken up prior to interview. However, we will not contact a referee without your express permission. (Ordained applicants should note that in addition to other references a confidential reference will also be requested from your bishop.)

Please give details of two people willing to act as referees, one of whom will normally be your current or most recent employer. The other should be someone who is not a relative or contemporary.

Name:				
Address:				
Email:				
Tel No:				
Position / Occupation:				
May we contact this person now?	Yes		No	

Name:				
Address:				
Email:				
Tel No:				
Position / Occupation:				
May we contact this person now?	Yes		No	

UK Border Agency requirements

Are you free to remain and work in the UK with no current immigration restrictions?

Yes/No

Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are the successful candidate.

[Promotion of racial equality]

Are you a member or an active supporter of any political party or other organisation whose constitution, policies, objectives, activities, or public statements are incompatible with the Church of England's commitment to promoting racial equality? The House of Bishops has made declarations of incompatibility in respect of two organisations, namely the British National Party and the National Front.

Yes No

Health

Do you need any special facilities to help you attend an interview?

Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying.

Rehabilitation of Offenders Act

Applications from ex offenders are welcomed and will be considered on their merit. You are required to disclose any convictions which are not 'spent' under the Rehabilitation of Offenders Act 1974.

For legal and accounting posts you are required to disclose all convictions, including those that are 'spent' by virtue of the Act.

Have you been convicted of any criminal offence that is not 'spent'

Yes No

If you have answered yes please give details of date(s), offence(s) and sentence(s) passed.
