



APPLICATION FORM

Please read these notes carefully before you complete the application form.

Thank you for expressing interest in a post within Transforming Churches and Communities. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form. We look forward to receiving your application.

- You should also have a copy of the job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may also use as much space as you need, as you find you wish to answer one question more fully than another.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

Data protection statement

- *The information that you provide on this form will be used to process your application for employment. We process this information in line with our [privacy policy](#).*
- *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
- *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our [privacy policy](#).*

1. PERSONAL DETAILS – CONFIDENTIAL

This will be held by Transforming Churches and Communities before circulating the application form for shortlisting. Items marked with * must be completed.

Post applied for:	Finance Worker	
Where did you hear about the post?		
Title:		
Surname:		
First name(s):		
Address:		
Post Code:		
Telephone number:	Home:	
	Daytime:	
	Mobile:	
E-mail address:		
National Insurance Number:		

WORK PERMIT*: Please be aware that under Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 ([Immigration, Asylum and Nationality Act 2006 \(legislation.gov.uk\)](http://legislation.gov.uk)), it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before Transforming Churches and Communities can confirm any offer of appointment e.g. Passport or birth certificate.

Are there any restrictions on your right to work in the UK? Yes No

If yes, please state restrictions and the expiry date of any permissions.

The amendments to the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(2013 and 2020\)](#) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website.

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please supply further details:

EQUAL OPPORTUNITIES:

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we would appreciate it if you will **complete the equality and diversity monitoring form**. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

Please tick the following box if you are applying under the [Disability Confident \(guaranteed interview\) scheme](#).

APPLICATION FORM

Full name:	
Post title:	Finance Worker
Closing Date:	

For Office Use Only	
Date Received:	
Application No:	
Special needs at Interview:	
Shortlisted:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appointed:	Yes <input type="checkbox"/> No <input type="checkbox"/>

1. EMPLOYMENT HISTORY			
List all employers starting with your present or most recent first. Please account for any gaps in employment.			
Name and Address of Employer	Position Held and Brief Description of Duties	From To Month/Year	Reason for Leaving

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Please note here any employment that you would continue with if you were successful in obtaining this role.

2. EDUCATION AND TRAINING

Please look at the **Essential and Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates.

Qualification	Date Obtained	Grade and Membership Number (if applicable)

3. PROVEN ABILITIES

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Proven Abilities section of the Person Specification.

4. SPECIAL QUALITIES OR APTITUDES

Please use this section to demonstrate how you feel you meet the **Essential and Desirable** requirements of the Special Qualities or Aptitudes section of the Person Specification.

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5. ADDITIONAL INFORMATION

You are welcome to give additional information, which may be entered, in the space below.

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6. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer.

1.

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

2.

Name:	
Position:	

Organisation Name and Address:	
Email:	
Telephone:	
3.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	
<p>It is our practice to approach referees of shortlisted candidates only.</p> <p>I give*/do not give* my consent to references being sought in conjunction with my application for employment.</p> <p>*(delete as appropriate)</p>	
<p>7. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to Transforming Churches and Communities being satisfied with the results 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).</p> <p>Signature: _____ Date: _____</p>	