

APPLICATION FOR EMPLOYMENT WITH ST STEPHEN'S CHURCH (STRICTLY PRIVATE & CONFIDENTIAL)

Please submit your completed application and supporting statement to: Mrs Julie Haworth, Operations and Finance Manager, St Stephens Church Office, 30 Crown Road, Twickenham, TW1 3EE,

If you are submitting your application electronically please also send a signed scanned copy of your declaration page under point 10 on the form. Submit via email to juliehaworth@st-stephens.org.uk

Please complete this form in full, as CVs are not accepted

TITLE OF POST APPLIED FOR: Personal Assistant to the Vicar
CLOSING DATE: FRIDAY 9th November 2018

Part A – 1. APPLICANT'S PERSONAL DETAILS		
SURNAME:	TITLE (Mr, Mrs, Ms etc.):	
FORENAMES:	PREVIOUS NAME(S) (if applicable):	
DATE OF BIRTH:	N.I. NUMBER:	
PERMANENT ADDRESS:		
TEMPORARY ADDRESS (if different):		
WORK TELEPHONE:	HOME TELEPHONE:	MOBILE NUMBER:
EMAIL:		
Please answer the following questions:		
Are there any restrictions on your being resident or being employed in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give full details including relevant visa details:		

Applications will be acknowledged. We aim to advise non-short listed applicants within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 2 weeks of the closing date, please assume that you have been unsuccessful.

Part A – 1. APPLICANT'S PERSONAL DETAILS

Do you regard your health as:

Excellent Good Fair Poor

Approximate number of days absent to illness during last 12 month

If the sick leave was a lengthy one, was there a specific reason? Yes No

If yes, please give details, cause of absence and dates:

(if you are appointed and there are any concerns regarding your current health you may be asked for further medical information)

2. PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address:

Tel. No.:

Present post:

Date appointed from:

to:

Current/final salary:

Notice required:

Reason for leaving/or why looking to leave:

Brief description of duties and responsibilities:

3. PREVIOUS EMPLOYMENT (Please complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.)

Name and address of church, charity, company or , organisation (if applicable)	Job title and reason for leaving	Salary	Full or part-time?	Dates	
				From	To

4. EDUCATION AND TRAINING			
NAME OF INSTITUTE AND ADDRESS	FROM	TO	EXAMINATIONS PASSED WITH GRADES
Secondary School or College:			GCSE or equivalent: A Levels or equivalent:
University or College:			Main subject(s): Degree and date awarded: Class of degree: Full time/Part time:
Postgraduate Study:			Qualification: Date awarded:

5. TRAINING/PROFESSIONAL DEVELOPMENT			
Please give details of any relevant courses, training or qualifications with the place and date completed.			
TITLE	ORGANISING BODY	DATE	NUMBER OF DAYS

6. VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)

This may not be connected with the post applied for, but may still be relevant.

7. REFERENCES

Please give the names of three referees. One of whom should be in a position to vouch for your professional work (ideally your current line manager) and one of whom should be a close Christian friend who can comment on your character and spiritual journey to date. Please note that references will not be requested prior to interview but will be evaluated before appointment.

i) Name:

Position:

Address:

Telephone number:

Email address:

Relationship to you:

ii) Name:

Position:

Address:

Telephone number:

Email address:

Relationship to you:

iii) Name:

Position:

Address:

Telephone number:

Email address:

Relationship to you:

8. SUPPORTING STATEMENT

Your application should be supported by a letter of not more than 2 sides of A4 (11pt), addressing the criteria in the person specification for this post and your motivation for applying for this particular role. In this supporting statement you may wish to address the following, which will be explored at interview:

- 1) Briefly explain how you became a Christian
- 2) Explain why are you applying for this post?
- 3) Please give details of the relevant skills, qualities and experience that you have that you feel would equip you for this role.
- 4) Which aspects of the role are you least confident about dealing with? (Please be as honest as you can)

9. WORKING IN A CHURCH OF ENGLAND ORGANISATION

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do.

Please add a brief statement here in support of your application to this Church of England organisation:

If you are a practising member of a Christian Church, please give details:

Denomination:

Place of Worship and address:

Diocese (if applicable):

10. ADDITIONAL INFORMATION

Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if there any reasonable adjustments that may be necessary for us to make as part of the recruitment process and/or if we were to offer you the role you are applying for

Criminal history

The job you have applied for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, except those which under the DBS filtering rules should no longer be disclosed.

Non-disclosure may lead to termination of Employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) which would not be filtered in line with [DBS guidance](#)? Yes No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.

Successful candidates will be required to follow the St Stephen’s safeguarding policy including undertaking a DBS Disclosure.

Declaration

I understand that under the terms of the Asylum and Immigration Act 1996 should I be successful for the post for which I am applying, I will provide for the governing body, as employer, an original document* showing my entitlement to work in this country.

*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on List 99 or disqualified from working with children.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Name

Signature

Date

Part B – EQUAL OPPORTUNITIES MONITORING This section will be removed prior to shortlisting

This Equal Opportunities Monitoring is separated from your application upon receipt and will neither be seen by the selection panel, nor by anybody else outside of the HR team at any time during the recruitment process or your potentially ensuing employment. The information on this form is treated as confidential to St Stephen's PCC and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory.

Post applied for:

Where did you see this post advertised? If seen on internet, please specify website:

Gender

Please indicate your gender: Male Female

Was your gender registered differently at birth or is it possible that it may change in the future?

Yes No Prefer not to say

Age

Please indicate your age: 16 – 25 26 - 35 36 - 45
46 – 55 56 - 65 65 +

Sexual Orientation

Do you consider yourself to be

Heterosexual Bisexual Gay / Lesbian Prefer not to say

Religious Belief

Which one of the following best described your religious belief?

Atheism Buddhism Christian Hinduism
Islam Judaism Sikhism No belief
Prefer not to say
Other *Please specify*

Disability

Do you consider yourself to have a disability? Yes No Prefer not to say

Ethnic Origin

Choose one section from A-E and then tick the appropriate box to indicate your cultural background

A White

- British
- English
- Scottish
- Welsh
- Other, please write in
- Irish
- Any other White background, please write

in

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write

in

- C** Chinese British, Chinese English,
Chinese Scottish, Chinese Welsh
 Chinese

D Asian

- Asian British, Asian English, Asian Scottish,
or Asian Welsh
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in

E Black

- Black British, Black English, Black Scottish,
or Black Welsh
- Caribbean
- African
- Any other Black background, please write in

- Any other background, please write in