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|  | Application Form |

Candidates are requested to complete the form and email or send it to the church office. The details are at the end of the form.

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| **1.** | Personal Details | | | | | | | | | | | | | | | |
| Last Name / Family Name: | | | | | | | First Name(s): | | | | | | | Title: | |
|  | | | | |  | |  | | | | | |  |  |  |
| Address: |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | Post Code: |  | | | |
| Telephone Numbers: | | | Daytime: |  | | | | | Evening: |  | | | | | |
| Mobile: | |  | | | | Email Address: | |  | | | | | | | |

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| **2.** | **Present or Most Recent Employment** | | | | | | | | | | | |
| Employer’s Name: |  | | | | | | | | | | |
| Employer’s Address: |  | | | | | | | | | | |
|  | | | | | | Post Code: | |  | | |
| Post Title: |  | | | | | | | | | | |
| Dates of Appointment: | From: | |  | | To: | Present, or | |  | | | |
| Date: | |  | | | |
| Main Responsibilities:  *(no not overrun the page boundary; continue on a separate sheet if necessary)* |  | | | | | | | | | | |
| Period of Notice Required: | |  | | Salary Wage: £ |  | | Full-Time:  Part-Time: | | |  |  |
| If unemployed, then please give a brief outline of your current situation / occupation (including any voluntary work): | | | | | | | | | | | |
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| **3.** | **Previous Employment** (Please start with the most recent. Include paid / unpaid / voluntary work.) | | | | | | |
| Dates of Appointment:  From To | | Employer’s Name | Post Held, with Brief Outline of Main Responsibilities: | Salary /  Wage: | Reason for  Change: |  |
|  |  |  |  | N/n | . |
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| **4.** | **General & Further Education** | | | | |
| School / College / University / Professional Body: | Qualifications Obtained: | Grades / Levels: | Date Obtained |  |
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| **5.** | References | | | | | | | | |
| Please give the names of two people who could provide a reference regarding your suitability for this post.  One of these should be your Present or Most Recent Employer. You should not give friends or relatives as referees. | | | | | | | | |
| Name: |  | | | |  | | | |
| Job Title / Position: |  | | | |  | | | |
| Address: |  | | | |  | | | |
| Post Code: |  | | | |  | | | |
| Tel. No: |  | | | |  | | | |
| Email Address: |  | | | |  | | | |
| May we request a reference prior to interview? | Yes |  | No |  | Yes |  | No |  |
|  | | | | | | | | |

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| **6.** | **Supporting Information** |
| Please outline how your knowledge, skills and experience meet the criteria in the person specification and the tasks required in the role. |
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**7. Are you a British subject or a national of any EU country?** Yes  No 

If no do you have the right to work in the UK and a current work permit? Yes  No 

If yes, please state expiry date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **8.** | **Criminal Convictions and Cautions** |
| Have you ever been convicted of a criminal offence? Yes No  If yes or you have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name and marked ‘Private and Confidential’. |

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| **8.** | **Data Protection Act 2018** |
| The information that you provide is subject to the protection of the Data Protection Act 2018, and will not be used for any alternative purpose without your consent. |

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| **9.** | **Declaration** | | | |
| To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information, or failure to supply details, will invalidate an offer of employment, or lead to termination of employment.  I agree to this information being used for legitimate purposes connected with recruitment and selection monitoring.  **Please note that, in submitting this form, you have accepted these terms, and agree to this declaration.** | | | |
| Signed: *(type your name if emailing this form)* |  | Date: |  |

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| **10.** | **Return the Completed Form** |
| Please return the completed form by email to [office@st-marks.net](mailto:office@st-marks.net) or send it to The Church Office, St Mark’s Church, Rugby Road, Leamington Spa, CV32 6DL. |