

## PERSONAL DETAILS

|  |  |
| --- | --- |
| **Full name:** | |
| **Permanent address:**  **Post code:**  **Telephone no. home:**    **work:**    **mobile:**  **Email address:**  **National insurance no:** | |
|  |  |

**Name and address of church currently attended:**

**EDUCATION, QUALIFICATIONS AND RELEVANT TRAINING**

**Please give details of all schools/colleges attended, any relevant training courses completed and qualifications gained (most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | | **School/College/University** | **Qualifications** |
| **From** | **To** |  |  |

**EMPLOYMENT HISTORY**

**Please briefly describe your previous employment (most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | | **Job Title and Employer** | **Main Duties** |
| **From** | **To** |  |  |

**CHRISTIAN LIFE**

**Please tell us about your personal journey of faith, Christian experience and current church involvement (in approx. 500-600 words):**

**SKILLS AND EXPERIENCE**

|  |
| --- |
| **Please give details of how you have previously employed the necessary skills and expertise needed for this role (in approx. 500-600 words; refer to the Job Description and Personal Profile for more details):** |

###### ADDITIONAL INFORMATION

**Please use this space to provide any additional information relevant to your application, including any personal interests, strengths or achievements that might be applied to the role:**

**Please explain your reasons for applying for this post and why you are looking to leave your current employment:**

**PARTICULAR REQUIREMENTS**

**Do you hold a current driving licence? Yes/No**

**Do you have regular use of a vehicle? Yes/No**

**Are there any restrictions on you taking up employment in the UK? Yes/No**

**Have you ever been convicted of a criminal offence other than**

**motoring offences and spent convictions? Yes/No**

(If yes, please specify)

How did you hear about the vacancy? …………………………………………………..............................................

**Have you completed the Confidential Declaration Form on pages 9/10? Yes/No**

**Have you included a recording of you singing and playing an instrument? Yes/No**

**It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview. Please give details of any particular arrangements you will need us to make in order for you to attend an interview:**

**Please describe any particular requirements you may need at work, which can be discussed with you at interview:**

###### REFERENCES

|  |  |  |
| --- | --- | --- |
| **Please give the names and addresses of three referees who have knowledge of your work and character. Ideally, the first should be your most recent employer, the second your current church leader and the third a Christian friend:** | | |
| **Name:** | **Position / relation to you:** | |
| **Address:** | | |
| **Email:** | **Telephone:** | |
| **May we approach this referee without further reference to you?** | | **Yes/No** |
|  | | |
| **Name:** | **Position / relation to you:** | |
| **Address:** | | |
| **Email** | **Telephone:** | |
| **May we approach this referee without further reference to you?** | | **Yes/No** |
|  | | |
| **Name:** | **Position / relation to you:** | |
| **Address:** | | |
| **Email:** | **Telephone:** | |
| **May we approach this referee without further reference to you?** | | **Yes/No** |

**DECLARATION**

If successful in my application, I agree to apply for a DBS (Disclosure and Barring Service) check.

**Please note that this post is subject to a satisfactory DBS check and references.**

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT.**

**Signed……………………………………………………………….……. Date……………………….**

**Please return your completed application form electronically by**

**Monday 1st March 2021 to** [**office@ccb.org.uk**](mailto:office@ccb.org.uk)

**– please send a recording of you singing and playing an instrument with your application form.**

##### GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The purpose of these notes is to provide you with some guidance on completing the application form.

Please **DO NOT** submit a CV instead of completing this form.

The job description and personal profile list the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.

##### GENERAL POINTS

##### Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

## Education and Training

Please give as much detail as you can about your education and training. Formal qualifications or other relevant training will be considered whether they have been gained at work, in the home or through social activities.

## Employment History

Please include a brief summary of the main duties and responsibilities in your present role and in any previous positions. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details of what you were doing during this time, (e.g. travelling, raising a family, studying or unemployed).

## Christian Life; Skills and Experience

These sections are your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, church and leisure) that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in these sections; and please specify examples of your own responsibilities and achievements, (not those of your team or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. Do provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements of the post.

**Additional information**

Please use these sections to supply any further information that you think will be relevant to your application.

We also need you to let us know if you have any unspent criminal convictions, and also whether you are entitled to work in the UK. For this post you will be required to obtain a DBS disclosure.

**Particular Requirements**

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work**.**

**References**

Please think carefully about your referees, and if possible ask your current employer, your church leader and a good Christian friend. If you are a school or college leaver you should give your head-teacher or college course leader’s details in place of an employer.

**Diocese of Rochester – Christ Church Beckenham**

**Confidential Declaration Form**

**To be completed by all paid workers/volunteers wishing to work in the church.**

The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who undertake paid work or a voluntary role in the church. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

**NAME OF PAID WORKER/VOLUNTEER…………………………………………….**

1. Have you ever been convicted of a criminal offence (excluding any spent convictions under the Rehabilitation of Offenders Act 1974. See Appendix 6 of the Safer Recruitment Policy June 2013)?

**YES/NO**

*Note: Declare all unspent convictions, cautions, warnings or reprimands. State if you are at present under investigation by the police.*

*Unspent convictions obtained abroad must be declared as well as those from the UK.*

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace (excluding any spent cautions, reprimands or warnings, see appendix 6 of the Safer Recruitment Policy June 2013)?

**YES/NO**

3. Are you at present under investigation by the police or an employer for any offence?

**YES/NO**

4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority or the Disclosure and Barring Service, barring you from work with children or vulnerable people?

**YES/NO**

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm\* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm\* from you?

**YES/NO**

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm\*?

**YES NO**

*Note: Make any statement you wish regarding any incident you wish to declare.*

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

**YES/NO**

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children’s Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.*

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

**YES/NO**

*Note: All these matters will be checked with the relevant authorities.*

\*Significant harm involves serious ill-treatment of any kind includingneglect, physical, emotional or sexual abuse, or impairment of physical ormental health development. It will also include matters such as a sexualrelationship with a young person or adult for whom you had pastoralresponsibility or were in a position of trust.

**Signature of Applicant………………………………………………………….**

**Date…………………………………………………………………………………**