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| **PLEASE CONTACT US IF YOU NEED THE APPLICATION FORM IN AN ALTERNATIVE FORMAT** |
| **JOB APPLICATION FORM** |
| **Job role** |  |
| **How did you hear about this role?** |  |
| **PERSONAL DETAILS** |
| **Last name:** |  | **First Name(s):** |  |
| **Address:** |  |
|  |  |
| **Postcode:** |  |  **Mobile:** |  |
| **Email address:** |  | **National Insurance Number:** |  |
| **EDUCATION & QUALIFICATIONS** |
| **School (11+)** | **Qualification** | **Grade(s)** | **Study Dates** | **Date Obtained** |
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| **College / University** | **Qualification** | **Grade(s)** | **Study Dates** | **Date Obtained** |
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| **ONGOING PROFESSIONAL DEVELOPMENT** |
| **Educational Body** | **Qualification** | **Grade(s)** | **Study Dates** | **Date Obtained** |
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| **TRAINING & DEVELOPMENT** |
| **Trainer/Organisation** | **Course Name & Description** | **Training Course Date(s)** | **Any further info** |
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| **EMPLOYMENT HISTORY** |
| **Please include any previous experience (paid or unpaid), starting with the most recent first.** |
| **CURRENT OR MOST RECENT EMPLOYER** |
| **Name Of Employer:** |  | **Line Manager:** |  |
| **Address:** |  | **Tel. number:** |  |
|  |  | **Postcode:** |  |
| **Email address:** |  | (to be used to contact for your reference) |
| **Your job title:** |  |
| **Date started:** |  | **Leaving Date :** |  |
| **Reason for leaving:** |  | **Salary:** |  |
| **Description of duties:** |
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| **PREVIOUS EMPLOYMENT** |
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| **Name Of Employer:** |  |
| **Address:** |  | **Postcode:** |  |
| **Email address:** |  | (to be used to contact for your reference) |
| **Your job title:** |  |
| **Date started:** |  | **Leaving Date :** |  |
| **Brief Description of role:** |
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| **Name Of Employer:** |  |
| **Address:** |  | **Postcode:** |  |
| **Your job title:** |  |
| **Date started:** |  | **Leaving Date :** |  |
| **Brief Description of role:** |
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| **Name Of Employer:** |  |
| **Address:** |  | **Postcode:** |  |
| **Your job title:** |  |
| **Date started:** |  | **Leaving Date :** |  |
| **Brief Description of role:** |
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| **Name Of Employer:** |  |
| **Address:** |  | **Postcode:** |  |
| **Your job title:** |  |
| **Date started:** |  | **Leaving Date :** |  |
| **Brief Description of role:** |
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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| **Skills, abilities and experience:**Please use this section to demonstrate why you think you would be suitable for the post, by reference to the job description and person specification (and by giving examples, please). Please include all relevant information, whether gained through formal employment or through voluntary or leisure activities. Attach and label any additional sheets. |
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| **CONVICTIONS / EXEMPTIONS** |
| **To ensure the safety of young people and vulnerable adults who may be undertaking activities at St Laurence, a DBS check must be completed for all positions.** |
| Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986We would draw your attention to the following statement: -  |
| Because of the nature of the work for which you are applying, this post 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 and the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. Applications are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act.” |
| Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is / are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). |
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| **REASONABLE ADJUSTMENTS AND ARRANGEMENTS FOR INTERVIEW** |
| **Are you subject to any conditions relating to your employment in this country?** | **YES** |  | **NO** |  |
| **If so, please give us more information:** |  |
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| Do you need any adaptations for your interview, to accommodate any disability or impairment you may have? | **YES** |  | **NO** |  |
| **If so, please give us more information:** |  |
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| **If appointed, when would you be able to start?** **Please state any notice period (if applicable)** |  |
| **FURTHER INFORMATION** |
| **Are you closely related to, or married to, any staff or member of the PCC?** | **YES** |  | **NO** |  |
| If so, please give us more information: |  |
| **REFERENCES** |
| Please give the details of **two references** to whom confidential enquiries may be made. One MUST be a recent employer or Church Leader. |
| If you are at school or college, or have recently left, please give the name of your teacher or lecturer. **Referees must not be members of your family or a spouse or partner.** |
| **Name of referee:** |  |
| **Address:** |  |
| **Postcode:** |  | **Telephone:** |  |
| **Email address:** |  |
| **Relationship to you:** |  |
|  |
| **Name of referee:** |  |
| **Address:** |  |
| **Postcode:** |  | **Telephone:** |  |
| **Email address:** |  |
| **Relationship to you:** |  |
| **Please note that references will only be taken up if you are shortlisted for interview, UNLESS YOU HAVE REQUESTED OTHERWISE.****However, no offer of employment will be made without the receipt of two satisfactory references.** |