******

**APPLICATION FORM FOR AN APPOINTMENT WITHIN CHRISTCHURCH HITCHIN METHODIST AND UNITED REFORMED CHURCH**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **Post:** | Youth and Children’s Worker (Full time, Part time, or Job Share) |
| **Methodist Church/Circuit:** | Christchurch Hitchin Methodist & United Reformed Church |
| **Circuit No.:** | 15 – North Hertfordshire |
| **District:** | 34 – Beds, Herts & Essex |
| **Please return the completed application form to:** | admin@christchurchhitchin.org.uk |
| **Timescale:** | **We are looking to recruit as soon as possible, will welcome applications at any time, and will aim to review applications within one week of receipt.** |
| **Interviews:** | **Candidates selected for interview will be informed within two weeks of receipt.** |
| **Closing Date:** | **Once a suitable candidate has been selected, the position will be withdrawn, and all interviewed candidates will be notified.** |

Please complete this application in black ink or black type. Or fill in and send online.

|  |  |  |
| --- | --- | --- |
| **1.PERSONAL DETAILS** | | |
| This will be held by Christchurch Hitchin separate to the application form for shortlisting.  Items marked with \* must be completed. | | |
| Post applied for: | Youth & Children’s Worker | |
| Reference No: | N/A | |
| Where did you hear about the post: |  | |
|  |  | |
| **Title:** |  | |
| **Surname:** |  | |
| First names: |  | |
| **Address:** |  | |
|  | |
|  | |
| **Post Code:** |  | |
| **Telephone number:** | Home: |  |
| Daytime: |  |
| Mobile: |  |
| **E-mail address:** |  | |
|  | | |
| **CRIMINAL RECORDS CHECK – DISCLOSURE & BARRING SERVICE (DBS)**  If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the trust’s umbrella service provider on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so. Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? Yes No If yes, please supply further details: | | |
| **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, we require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an on-going entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.  Do you have permission to work in the UK?  Yes  No  If there are any restrictions on your right to work in the UK, please provide details here: | | |
| **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 enclosed 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. | | |

**INFORMATION FOR APPLICANTS**

Please read this information carefully before you complete the next part of the form.

Thank you for expressing interest in this post.

* These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
* You should also have received a 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 find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
* 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 Methodist Church policies.*

*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 Methodist Church policies.*

|  |
| --- |
| **Internal notes: The first 4 pages of this form will be removed before circulating the application form (below) for shortlisting.** |

******

**APPLICATION FORM**

|  |  |
| --- | --- |
| 1. **DETAILS OF POST** | |
| **FULL NAME:** |  |
| **POST TITLE:** | Youth & Children’s Worker |
| **Methodist Church/Circuit:** | Christchurch Hitchin |
| **Circuit No.:** | 15 - North Herts |
| **DISTRICT:** | 34 - Beds, Herts & Essex |
| **TIMESCALE:** | **We are looking to recruit as soon as possible, will welcome applications at any time, and will aim to review applications within one week of receipt.** |
| **INTERVIEWS:** | **Candidates selected for interview will be informed within two weeks of receipt.** |
| **CLOSING DATE:** | **Once a suitable candidate has been selected, the position will be withdrawn, and all interviewed candidates will be notified.** |

|  |  |
| --- | --- |
| **For Office Use Only** | |
| Date Received |  |
| Application No |  |
| Special needs at Interview |  |
| Shortlisted | Yes No |
| Appointed | Yes No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **EDUCATION AND QUALIFICATIONS**   List all secondary school and higher education establishments and qualifications gained including GCSE, A-level or equivalent, degree and post graduate qualifications, with your most recent first. | | | | |
| **From / To**  **Month / Year** | **Name of School, college, university or other institution and location** | **Qualification Awarded, subject and grade** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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** | **From / To**  **Month / Year** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 1. **WHY ARE YOU APPLYING FOR THIS JOB?**   **WHAT SKILLS AND ATTRIBUTES WOULD YOU BRING TO THE ROLE?** |
|  |
| 1. **PERSONAL STATEMENT**   How would your experience enable you to carry out the core responsibilities as set out in the job description? This is your opportunity to clearly demonstrate how you meet the essential and desirable criteria in the job specification. |
|  |

|  |
| --- |
| 1. **HOW DO YOUR QUALIFICATIONS OR TRAINING ENABLE YOU TO FULFIL THIS POST?**   Have you undertaken any qualifications or training that you have obtained in the past 5 years which are relevant to this post? Please elaborate.  (This is in addition to information requested in section 2 – you may leave this section blank). |
|  |
| 1. **ADDITIONAL INFORMATION**   You are welcome to give additional information, which may be written in the space below. You may leave this section blank. |
|  |

|  |  |
| --- | --- |
| 1. **REFERENCES**   Please give the names, postal & email addresses, and telephone numbers of two or three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer and may include your minister if relevant. | |
| **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:** |  |
| It is our practice to approach referees for candidates shortlisted for interview only.  If shortlisted, may we contact your referees? Y/N  We will not approach your current employer until we obtain your permission. | |
| 1. **DECLARATION** | |
| **I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.**  **In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.**  **I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, and relevant qualifications check.**  **I hereby declare that information given on this form is complete and accurate.**  Signature: ………………………………………………………..….…  Date: …………………………………………….……. | |