

ALL SAINTS WESTON APPLICATION FORM – Church Administrator

Personal Details	
Surname:	Forename(s):
Title:	Details of any previous Surnames:
Address:	Telephone numbers: Home: Mobile: Email:
Postcode:	National Insurance number:
Work Permit details, if appropriate:	

Qualifications and Training from age 16			
EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher/Work based)			
Please give details of your education dates, results and qualifications obtained. Evidence of qualifications may be requested.			
Educational Institution	From	To	Qualifications (including grades) gained

Other Awards

--	--	--	--

Professional and Personal Development

Please give details of any relevant courses and training attended within the past five years

--	--	--	--

Employment History

PRESENT OR MOST RECENT EMPLOYMENT

Name and address of Present /most recent employer:	Job title: Are you currently employed by this organisation?
---	--

General description of your role and responsibilities

Date of appointment:	Current salary:
Reasons for leaving (if applicable):	Notice required: Date available to take up new post:

Employment Experience

Employer (Name & Address)	Position	Responsibilities	From	To	Salary	Reason for Leaving

Other Work-Related Activities and Experience

Please give details of any other work-related experience including, for example, voluntary work	From	To

Other Relevant Experience

Please give details of any other personal interests or experience relevant to this post including details of your journey as a Christian, your Christian affiliation and commitment (This role carries an occupational requirement to be a practising Christian in accordance with the Equality Act 2010.)

Medical History

How many days sickness have you had in the last 2 years? (Exclude maternity related sickness):	
Please provide any details you feel are relevant:	
Do you need any special aids/adaptations to assist you at work, whether or not you have a disability?	
Are you aware of any disability, on-going medical condition or treatment that we should be aware of?	
Have you ever had any health problems that may have been caused or made worse by work?	

Referees

References will not be accepted from relatives or friends. Please give the names of two referees, one of whom must be your current employer. We intend contacting referees prior to inviting you to formal interview. We reserve the right to take up references with any previous employer.

If you were known to any of your referees by another name please give details:

1st referee Please confirm that we can contact before interview.

Name: _____

Position: _____

Address: _____

Tel: _____

Email: _____

How does the above know you? He was my line manager

2nd referee Please confirm that we can contact before interview.

Name: _____

Position: _____

Address: _____

Email: _____

How does the above know you?

Disclosure of Criminal and Child Protection Matters

We are obliged by law to operate a checking procedure for employees who have substantial access to children, young people and vulnerable adults.

REHABILITATION OF OFFENDERS ACT 1974

Date of Conviction Hearing	Offence	Sentence

DISCLOSURE AND BARRING SERVICE (DBS)

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

Signature: Date:

DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature: Date:

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications, which I claim to hold.

SignatureDate.....

Please send your application form and any supporting statement to

Gary Oaten (Head of Operations). Email: gary.oaten@allsaintsweston.org.uk

ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, we will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants**

NOTES TO APPLICANTS

1. Rehabilitation of Offenders Act 1974:

- a) You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”.

2. Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:

- a) A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a payslip, a National Insurance card or a letter issued by one of the Government bodies concerned.
- b) A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
- c) A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
- d) A certificate of registration of naturalisation as a British citizen.
- e) A birth certificate issued in the United Kingdom or in the Republic of Ireland.
- f) A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
- g) A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
- h) A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
- i) A United Kingdom permit issued to you as a national of a State, which is a party to the European Economic Area Agreement.
- j) A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as a family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
- k) A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
- l) A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency