**APPLICATION FOR EMPLOYMENT**

The information on this form will be treated as strictly private and confidential.

To be completed in **CAPITALS IN BLACK INK** or **TYPED.**

Once completed your form should be returned to:

**Rev’d James Hutchings, St Mary’s Church, Church Road, Barnes, London SW13 9HL**

**office@stmarybarnes.org**

|  |
| --- |
| Position applied for:  **CHILDREN, YOUTH & FAMILIES WORKER** |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname | Preferred Title | |
| First Names | | |
| Address | Telephone  *Tick preferred number to contact you* | |
|  | Daytime |  |
|  | Evening |  |
| Postcode | Mobile |  |
| Email | | |

|  |  |  |
| --- | --- | --- |
|  | ***Please circle*** |  |
| Do you hold a current, valid driving licence? | Yes | No |
| If yes, what type | Full | Provisional |
| If yes, do you have any current endorsements? | Yes | No |
| If yes, please give details of any current endorsements: | | |
|  | | |

|  |  |
| --- | --- |
| How many days sickness absence have you had in the past 12 months? | What length of notice period do you need to give your current employer? |
|  |  |

***Please circle***

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK? | Yes | No |

**Christian Life and Experience**

Briefly describe the beginning and growth of your faith in Jesus Christ.

|  |
| --- |
|  |

Please give details of your current Church.

What involvement/ responsibilities do you have in your Church or other Christian groups?

|  |
| --- |
|  |

How are you seeking to live out your Christian faith at home, work, Church and in your social life?

|  |
| --- |
|  |

Do you have any previous links with the Diocese of Southwark?

|  |
| --- |
|  |

**Education and Training** (please continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| Establishment | Dates | Examinations passed/ grades |
| Secondary Education |  |  |
| Further Education |  |  |
| Training relevant to this application (if any) |  |  |
| Current membership of any professional/ technical organisations (if applicable) | | |

**Employment Record** (please continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| **Current / most recent employer** | | |
| Employer’s Name and address | Job Title |  |
|  | Date Commenced |  |
| Final Gross Salary |  |
| Notice Required |  |
| Reason for leaving |  |
| Please describe the duties and responsibilities of your present/ last job. Indicate to whom you are/ were responsible and those responsible to you. | | |

Please give details of all jobs held, including part-time and unpaid work.

(Please continue on a separate sheet if necessary).

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From: To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From: To: |

Why are you interested in applying for this post? (Please continue on a separate sheet if necessary).

|  |
| --- |
|  |

**Relevant skills/ knowledge/ experience**

Please outline below how your skills/ knowledge/ experience meet the requirements

of the ‘Person Specification’. You may draw on past employment and/ or out of work activities.

(Please continue on a separate sheet if necessary).

|  |
| --- |
|  |

**References**

Please give the names and addresses of two people who know you well and would be willing to provide a reference. One should be your current Church leader.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Church Leader** | | **Christian Friend**  (who has known you at least 2 years or since your conversion experience) | |
| Name |  | |  | |
| Address |  | |  | |
|  | |  | |
|  | |  | |
| Phone |  | |  | |
| Email address |  | |  | |
| May we approach your referee now? | Yes | No | Yes | No |

If you answer “no” we will make no approach without seeking your specific permission.

|  |  |  |
| --- | --- | --- |
| **Employer’s Reference** | | |
| Name |  | |
| Organisation / Company |  | |
| Address |  | |
|  |  | |
| Work Phone |  | |
| Email Address |  | |
| May we approach immediately? | Yes | No |

If you answer “no” we will not approach your employer until a formal offer of employment has been made.

**Declaration**

* I confirm that the information contained in this application is correct and complete.

*(if it is discovered that you have given any information, which you know to be false, or withhold any relevant information, your application may be rejected, or any subsequent employment terminated).*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The information on this form will be used for recruitment, selection and statistical purposes only.*

*If your application is successful, it will form part of your employment record.*

*Please sign that you are in agreement with this.*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_