

**Application for** **Employment**

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| **Personal Details** | |
| Surname………………………………………………  Forename(s)…………………………………………  Preferred title……………………………………….  Address………………………………………………  ………………………………………………………….  ………………………………………………………….  …………………………Postcode………………….  Date of Birth………………………………………..  Place of Birth………………………………………. | Contact  Home tel………………………………………………..  Work tel………………………………………………..  Mobile no………………………………………………  Email……………………………………………………  Please indicate any times that you may be unavailable for interview.  ……………………………………………………..  …………………………………………………….. |

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| **Education**  (Any offer of employment will be conditional on providing original proof of relevant qualifications) | | | |
| Name and address of School / Institution | Full / Part time | Qualifications gained  (state subject & class for degrees etc) | Date of Award (Month/Year) |
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| **Membership of Professional Bodies**  (If applicable) | | |
| Professional Body | Date | Class of Membership |
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| **Current Employment** | |
| Present position or activity………………………  …………………………………………………………..  Please give a brief description of duties ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  Employers name and address …………..  ……………………………………………………..  …………………………………………………….. | Date started………………………………………….  Full or part time ……………………………………  Current salary …………………………………….  Reasons for seeking other employment  ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  Please state when you would be available to take up employment if offered.  …………………………………………………….. |

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| **Previous employment and / or other activities during the last ten years**  (please start with the most recent) | | | |
| Dates  (Month / Year)  From - To | Name & location of employer | Position & Duties | Reason for leaving |
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| **Relevant Training** | | | |
| Year | Length of Course | Name of Organisation | Subject |
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| **Current and past Christian Experience / Church Involvement** |
| (Please include names, dates and areas of involvement starting with the most recent) |

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| **In support of your application** |
| A person and role specification is available online (or was included in the information sent to you) which details the knowledge, skills and attributes required for the position. In support of your application please give details along with examples, which demonstrate your knowledge, skills and attributes relevant to the person and role specification and explain how and where these were gained. Insert a separate sheet if necessary. |

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| **Hobbies / Other interests** |
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| **References** | |
| Please nominate two referees who may be contacted regarding your skills, attributes and suitability for this position. If you are currently working (paid or voluntary) one of these should be your present employer. You should also provide details of a leader of a place of worship that knows you well. We reserve the right to take up character references from any other individuals deemed necessary. | |
| Name….………………………………………………  Position…….…………………………………………  Organisation..……………………………………….  Address………………………………………………  ………………………………………………………….  ………………………………………………………….  Telephone…………………………………………..  Email………………………………………………….  Capacity in which known and for how long  …………………………………………………………  May we contact prior to interview? | Name….………………………………………………  Position…….…………………………………………  Organisation..……………………………………….  Address………………………………………………  ………………………………………………………….  ………………………………………………………….  Telephone…………………………………………..  Email………………………………………………….  Capacity in which known and for how long  …………………………………………………………  May we contact prior to interview? |

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| **Declaration** |
| I declare that all the information on this application form and any other documents relating to this appointment is to the best of my knowledge and belief, true and current. I understand that any false statements may give cause for dismissal should I be employed. I consent to Holmer Green Baptist Church processing the information given on this form, including “sensitive” information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for a maximum of 9 months. I understand that if I have sent this application via email, it will automatically be deemed that I have signed the declaration below.  Signature……………………………………………………………………….. Date…………………………………………..  Please return your completed form to [secretary@holmergreenbaptist.org.uk](mailto:secretary@holmergreenbaptist.org.uk)  Please direct enquiries to 07804652319 |

Please confirm that you understand and agree to a Disclosure Check as the post involves working with adults and children.

I confirm that the submitted information is correct and complete., I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Safeguarding Officer in a separate sealed envelope.

Signed…………………………………………… Date…………………………………………