**APPLICATION FOR EMPLOYMENT AT CHRIST CHURCH CHINEHAM**

**(STRICTLY PRIVATE & CONFIDENTIAL)**

Please submit your completed application and supporting statement to:

Liz Lang, Assistant Ministry Leader, at [liz@christchurchchineham.org.uk](mailto:liz@christchurchchineham.org.uk) .

# Please complete this form in full, as CVs will not be accepted.

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| TITLE OF POST: **Caretaker & Cleaner**  CLOSING DATE: **Monday 26th September 2022 – 4pm** |

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| **Part A – 1. APPLICANT’S PERSONAL DETAILS** | |
| SURNAME: | TITLE (Mr, Mrs, Ms etc.): |
| FORENAMES: | PREVIOUS NAME(S) (if applicable): |
| DATE OF BIRTH: | N.I. NUMBER: |
| PHONE NUMBER(s) (in preference order) | |
| EMAIL: | |
| PERMANENT ADDRESS: | |
| TEMPORARY ADDRESS (if different): | |
| Please answer the following questions:  Are there any restrictions on your being resident or being employed in the UK? Yes ☐ No ☐    If yes, please give full details including relevant visa details: | |

Applications will be acknowledged. We aim to advise non-short listed applicants within a reasonable period after the closing date.

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| **2. PRESENT OR MOST RECENT EMPLOYMENT** |
| Name of Employer:  Address:  Tel. No.:  Present post:       Date appointed from:       to:  Current/final salary:       Notice required:  Reason for leaving/or why looking to leave:  Brief description of duties and responsibilities: |

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| **3. PREVIOUS EMPLOYMENT (Please complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.)** | | | | | |
| Name and address of church, charity, company or , organisation (if applicable) | Job title  and reason for leaving | Salary | Full  or part-time? | Dates | |
| From | To |
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| **4. EDUCATION AND TRAINING** | | | |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | DETAILS |
| Secondary School or College: |  |  | GCSE or equivalent:       passed  A Levels or equivalent:       passed |
| University or College: |  |  | Main subject(s):  Degree and date awarded:  Class of degree:  Full time/Part time: |
| Postgraduate Study: |  |  | Qualification:  Date awarded: |

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| **5. TRAINING/PROFESSIONAL DEVELOPMENT** | | | |
| Please give details of any relevant courses, training or qualifications with the place and date completed. | | | |
| TITLE | ORGANISING BODY | DATE | NUMBER OF DAYS |
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| **6. VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)** |
| This may not be connected with the post applied for, but may still be relevant. |
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| **7. REFERENCES** |
| Please give the names of three referees. One of whom should be in a position to vouch for your professional work (ideally your current line manager) and one of whom should be a Church Leader if you are part of a church and who knows you well enough to comment on your character and spiritual journey to date. Please note that references will not be requested prior to interview but will be evaluated before appointment. |
| i) Name:  Position:  Address:  Telephone number:  Email address:  Relationship to you: |
| ii) Name:  Position:  Address:  Telephone number:  Email address:  Relationship to you: |
| iii) Name:  Position:  Address:  Telephone number:  Email address:  Relationship to you: |

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| **8. APPLICANT’S HEALTH** | |
| Do you regard your health as:  Excellent ☐ Good ☐ Fair ☐ Poor ☐    Approximate number of days absent to illness during last 12 months  If the sick leave was a lengthy one, was there a specific reason? Yes ☐ No ☐  If yes, please give details, cause of absence and dates:  *(if you are appointed and there are any concerns regarding your current health you may be asked for further medical information)* |

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| **9. SUPPORTING STATEMENT** |
| Your application should be supported by a statement of 1 side of A4 (11pt), addressing the criteria in the person specification for this post and your motivation for applying for this particular role. In this supporting statement you may wish to address the following, which will be explored at interview:   1. Explain why you are applying for this post? 2. Please give details of the relevant skills, qualities and experience that you have that you feel would equip you for this role. 3. Which aspects of the role are you least confident about dealing with? (Please be as honest as you can) 4. Briefly explain, if applicable, how you became a Christian |

Please complete if applicable

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| **10. WORKING IN A CHURCH** |
| As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. |
| Please add a brief statement here in support of your application to this Local Ecumenical Partnership Church organisation, explaining how you will find working and worshipping with us: |
| Please give details of your current Church, if not already Christ Church Chineham:  Denomination:  Place of Worship and address:  Diocese / Circuit / Connexion (if applicable): |

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| **11. ADDITIONAL INFORMATION** |
| Applications from people with disabilities, or those with health problems, or those who wish to work less than full-time hours, or as part of a job share, and who meet the essential criteria are encouraged to apply, and will be given full consideration. Please let us know in the space below if there any reasonable adjustments that may be necessary for us to make as part of the recruitment process and/or if we were to offer you the role you are applying for |
| **Criminal history**  The job you have applied for 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. This means you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, except those which under the DBS filtering rules should no longer be disclosed.  Non-disclosure may lead to termination of Employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) which would not be filtered in line with [DBS guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf)? Yes ☐ No ☐  **If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.**  Successful candidates will be required to follow the Christ Church Chineham safeguarding policy. |
| **Declaration**  I understand that under the terms of the Asylum and Immigration Act 1996 should I be successful for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.  \*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.  To the best of my knowledge the information on this form is correct.  I am in possession of certificates, which I claim to hold.  I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.  I declare that I am not on List 99 or disqualified from working with children.  I consent to the processing of personal data as defined in the Data Protection Act 1998.  Name  Signature       Date |