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**Application form**

Please complete this application form electronically or in black ink using block capitals.

**Section one: personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for: |  | | |
| Surname: |  | Title: |  |
| Preferred name: |  | | |
| Names in full: |  | | |
| Address: |  | Postcode: |  |
| Telephone: |  | | |
| Email: |  | | |
| Are you eligible to work in the UK? |  | | |

**Section two: employment history**

Please note any other employment you would continue with if you were successful in obtaining this position.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much notice is required in your current post?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From, to (month, year) | Name and address of employer | Job title and duties | Salary at leaving | Reason for leaving |
| Current |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Continue on a separate sheet if necessary.*

**Section three: education history**

a) Professional/practical qualifications obtained (e.g. teaching, social work).

|  |  |  |
| --- | --- | --- |
| From | To | Qualifications/experience |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

b) Further education (college or university).

Please give details of any qualifications obtained.

|  |  |  |
| --- | --- | --- |
| From | To | Qualifications/experience |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

c) Principal secondary schools School Qualifications and details

|  |  |
| --- | --- |
| School | Qualifications and details |
|  |  |
|  |  |
|  |  |
|  |  |

**Section four: reasons for applying for this post (letter of application)**

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| Please detail here your reasons for applying for this post. You should include experience obtained in your present and past roles that would be relevant to this post and what particular skills, knowledge, and experience you would bring if appointed.  Continue on a separate sheet if necessary. |

**Section five: criminal record**

|  |
| --- |
| Where appropriate, posts may be eligible for criminal record checks. It will be clear from the job details the level of check and any subsequent offer of employment will be based on the outcome from such a check.  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) by SI 2013 1198? https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-providehttp://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf |

**Section six: references**

Please give names and addresses of two persons from whom the Cluster may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address:  Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with Applicant: |  |  |

May we approach your referees prior to interview? Yes/no

**Section seven: declaration**

Please read this carefully before signing this application.

|  |
| --- |
| a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give the PCC the right to terminate any employment contract offered.  b) I understand that the diocese has in place safer recruitment practices and I agree that where a role may require a criminal records check the PCC will apply to the Disclosure and Barring Service for the appropriate level of disclosure.  c)I have read section five of this form and understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.  d) I understand that Clergy, ordinands and such employed lay people working for the Cluster as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England’s commitment to promoting racial equality.  This explicitly includes the BNP.  I can confirm / not confirm that I am able to comply with this. (please circle as appropriate) |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_