**APPLICATION FOR EMPLOYMENT - CONFIDENTIAL**

**PERSONAL DETAILS**

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| **PERSONAL DETAILS** | |
| **Title** |  |
| **Surname** |  |
| **First Name(s)** |  |
| **National Insurance Number** |  |

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| **Grace Church is an equal opportunity employer and does not discriminate by age, gender, ethnic origin, religion, disability or for any other reason in accordance with the Equality Act 2010. Any information requested from you about these aspects is for information only and will not affect the outcome of your application.**  **All appointments may be subject to satisfactory Disclosure Barring Service check, a health check and references. You may be required to produce supporting evidence for any qualification you claim. If you give false information, your appointment may be subject to summary termination.** |

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| **OTHER PERSONAL DETAILS** | | | |
| **Address** | | **Other Details** |  |
|  | | **Home Telephone** |  |
| **Mobile Telephone** |  |
| **Postcode** |  | **Email Address** |  |
| **If offered this post, how much notice are you required to give? If you are not in employment, when would you be free to start?** | | |  |
| **Do you need permission to work in the UK?** | | | Yes / No |
| **Do you have a current driving licence?\*** | | | Yes / No |
| **Do you have use of a car?\*** | | | Yes / No |
| **Do you have any unspent convictions** | | | Yes / No |
| **Have you ever been the subject of any safeguarding concerns, investigation, or disciplinary action related to children or vulnerable adults? If yes, please supply further details** | | | Yes / No |
| *\*Unless specified in the job profile, having a driving licence or use of a car will not affect the outcome of your application.* | | | |

**EDUCATION AND QUALIFICATIONS**

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| **SECONDARY EDUCATION** | | | |
| **From** | **To** | **School** | **Examinations Taken and Grades Obtained** |
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| **FURTHER EDUCATION**  (University/College/Apprenticeships etc) | | | |
| **From** | **To** | **Establishment** | **Courses, Degrees, Diplomas and Grades Obtained** |
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| **CONTINUED PROFESSIONAL DEVELOPMENT**  (including any relevant in-house/external courses or in-service training relevant to this post) | |
| **Date** | **Details** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES**  (and whether achieved by examination or experience) | |
| **Date** | **Details** |
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**EMPLOYMENT HISTORY**

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| **MOST RECENT EMPLOYMENT** | | |
| **Name and Address of Employer** | **Nature of Business** |  |
|  | **Position Held** |  |
| **Date of Appointment** |  |
| **Date of Leaving** |  |
| **Salary** |  |
| **Reason for Leaving?** |  |
| **Brief outline of duties in your current or most recent job** | | |
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| **EMPLOYMENT HISTORY**  (most recent first) | | | | |
| **From** | **To** | **Name, Location & Nature of Employer’s Business** | **Position Held & Summary of Responsibilities** | **Reason for Leaving** |
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| **FAITH AND CHURCH INVOLVEMENT**  Please describe your Christian faith journey and current involvement in your local church. Indicate how your beliefs align with Grace Church’s vision and values. *(Note: As this role carries a Genuine Occupational Requirement for the postholder to be a practising Christian, this information will be used solely to assess suitability in line with Grace Church’s ethos.)* |
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| **WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU?**  (including any positions you hold that you consider relevant) |
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| **SUPPORTING INFORMATION**  In this box please give your reasons for applying for the post and any additional information which shows how you match the person specification for the job. This can include relevant skills, knowledge, experience, voluntary activity and training etc. |
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| **OTHER INFOMATION**  Please use this box to give any other information that you believe is relevant to your application but has not been covered elsewhere on this form. |
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**AVAILABILITY FOR INTERVIEW**

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| Please give details of any dates that you would not be available for interview, and any days of the week or times of the day that are most suitable or are unsuitable for you. Although we are unable to guarantee that we will be able to arrange interviews around these days and times, we will consider them when planning. |
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**REFERENCES**

Please provide the names and full contact details of two people who have agreed to supply references.

We appreciate that you may not want your current employer to know that you are making this application, but if a job offer is made, it will be subject to a satisfactory reference from your current employer, if you are in employment. Please give their details as one of your referees. They will NOT be approached without your permission. Please also give the names and addresses of another referee who can provide a reference and who can be contacted immediately. A referee may not be a relative or a person writing solely in the capacity of a friend.

Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

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| **REFERENCE 1 (current employer, if you are employed)** | | | |
| Title |  | Surname |  |
| First Name |  | Relationship to You |  |
| Approx. time known |  | Job Title |  |
| Address |  | Telephone |  |
| Email |  |

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| **REFERENCE 2** | | | |
| Title |  | Surname |  |
| First Name |  | Relationship to You |  |
| Approx. time known |  | Job Title |  |
| Address |  | Telephone |  |
| Email |  |

**DECLARATION**

Please remember that this is an important document. Consequently, if any of the particulars that you have given are knowingly found to be false, or if you have wilfully omitted or suppressed any material fact, particularly regarding your eligibility for employment, you could be dismissed. Please certify that you have completed the information given on this form correctly and that you are in possession of any certificates you claim to hold.

I declare that to the best of my knowledge and belief the above information is true and correct.

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

*Please return this completed Application Form together with a supporting Personal Statement or CV if you wish to include one to Timothy Goodge by email to tim.goodge@wearegrace.uk, by post to: Timothy Goodge, Grace Centre, Terminus Road, Chichester, West Sussex PO19 8TX or by hand on a Sunday morning.*

***Data Protection Statement****: The personal data you provide will be processed in accordance with UK GDPR and Data Protection Act (2018) requirements for recruitment and employment purposes. If successful it will be held as part of your employment record and destroyed once employment ends in line with our data retention policy. If unsuccessful it will be destroyed 3 months after the closing date for the role you have applied for. Grace Church will not share your data with any third party except where required to by law.*