

**Staff Application Form**

|  |
| --- |
| Post applied for: |

|  |  |  |
| --- | --- | --- |
| 1. **Personal Details** | | |
| Surname: | Title: | |
| First name: | Former name: | |
| Address:  Postcode: | Telephone  *Please tick preferred number to contact you* | |
| Daytime: |  |
| Evening: |  |
| Mobile: |  |
| Email address: | | |

|  |  |
| --- | --- |
| Do you hold a current, valid driving license? | Yes No |
| If yes, what type? | Full Provisional |
| If yes, do you have any current endorsements? | Yes No |
| If yes, please give details? |  |
| Are you willing to drive as part of your employment if required? | Yes No |

|  |  |
| --- | --- |
| National Insurance Number |  |
| Current (or most recent) salary: |  |
| What notice period do you need to give your current employer? |  |
| Are you eligible to work in the UK? | Yes No |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Education, Qualifications & Training** | | | |
| **Name of establishment** | **From** | **To** | **Subject studied / Qualifications gained** |
| *Secondary Education* | | | |
|  |  |  |  |
| *Further Education* | | | |
|  |  |  |  |
| *Training relevant to this application (if any)* | | | |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Employment History** | | | | |
| Starting with your current or most recent employer, please tell us about your past and current employment / voluntary work in the table below. Please account for any gaps in your employment history. | | | | |
| **Employers Name & address** | **Employed from (date)** | **Employed to (date)** | **Job Title and description of responsibilities and duties** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **Christian life and Experience** |
| Please give brief details of your Christian journey. Include how you came to faith, key spiritual moments in your life, and your involvement in church life. |
|  |
| Please describe any previous experience of working within a role like this. |
|  |

|  |
| --- |
| 1. **Suitability for this role** |
| Please state your reasons for applying for this role and why you think God is calling you to this role at St Saviour’s Church: |
| Please outline your suitability for this post in reference to the person specification and job description: |

|  |  |  |
| --- | --- | --- |
| 1. **References** | | |
| Please complete the details below of two people who would be willing to provide a reference. One should be your most recent employer and one personal | | |
|  | **Reference 1** | **Reference 2** |
| **Title:** |  |  |
| **Name:** |  |  |
| **Address and Postcode:** |  |  |
| **Phone number:** |  |  |
| **Email:** |  |  |
| **Relationship with you** |  |  |
| **May we approach prior to interview?** | Yes No | Yes No |

|  |
| --- |
| I declare that, to the best of my knowledge the information given on this form and on any attachment is true and correct. I understand that if I am appointed to the church staff it will be on the basis of this information and that a false statement may result in termination of the appointment |
| **Signed:** **Date:** |

Please return this form to [jess.bray@stsaviourssunbury.org.uk](mailto:jess.bray@stsaviourssunbury.org.uk)

**By Wednesday 10th March 2021**

**Self-declaration Form for a Position Requiring a Disclosure**-**Confidential**

St Saviour’s Church undertakes to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals. If successful, the appointment would be subject to an enhanced DBS check.

|  |  |
| --- | --- |
| Post applied for: | |
| Surname: | Initials: |
| Gender: | Date of birth: |

|  |  |
| --- | --- |
| **Health** | |
| Do you have any health problems that would impair your ability to carry out the post you applied for? | Yes No |
| If yes please give details: | |

|  |  |
| --- | --- |
| **Conviction History** | |
| Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution | Yes No |
| If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary. | |
| **Police Investigations** | |
| Have you ever been the subject of a police investigation that didn’t lead to a criminal conviction (and is not subject to DBS filtering rules)? | Yes No |
| If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known. | |
| To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)? | Yes No |
| If yes, please provide details, we will need to discuss this with you. | |
| Has there ever been any cause for concern regarding your conduct with children, young people, and vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults. | Yes No |
| If yes, please give details. | |

|  |  |
| --- | --- |
| Are there any issues (personal or legal) which may affect your employment in this role now or in the future? | Yes No |
| You do not have to disclose this in detail but failure to do so may affect disciplinary action should it become known at a later point. Disclosure of any issue will be treated with confidence and will not necessarily go against the prospect of your employment. | |

**Declaration**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name)       of (address)

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within St Saviour’s Church responsible for processing disclosure applications if I am convicted of an offence after I take up any post within St Saviour’s Church. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person St Saviour’s Church responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed:      Date:

As you are applying for a position within the scope of regulated activity please confirm that you are not barred from working with children / vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed:       Date:

|  |
| --- |
| **Reasonable Adjustments** |
| In order to allow us to ensure that you have all the facilities necessary to allow you to participate fully in the interview please let us know of any needs below |
|  |
| If you were to be successful in the application please let us know about any adjustments you think you would need to carry out the post |
|  |