



Parish of South Beddington and Roundshaw



One Parish – Two Churches
St Michael and All Angels South Beddington & St Paul's Roundshaw

Please complete ALL sections of this application. You may refer to other documentation you have submitted for this post under section 5 if you wish.

POST APPLIED FOR:

CLOSING DATE:

1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred:
(Mr/Mrs/Miss/Ms/Other)

Last Name:

First name(s): please highlight how you wish to be referred to

Address for Correspondence:

Home telephone no:

Mobile telephone no:

Email address:

2. PRESENT OR LAST EMPLOYER

Name and address of employer:

Name and address of establishment where employed (if different):

Postcode:

Postcode:

Job Title:

Current annual salary (gross):

Additional Allowance (if applicable):

Hours worked per week:

Other benefits (if applicable):

Date appointed:

Notice required or leaving date if already left

Reason for leaving:

Brief description of duties:	
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3. PREVIOUS EMPLOYMENT

Start with the most recent first. Include work/voluntary experience and any periods of unemployment. Do not leave any unexplained gaps. (Please continue on a separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on a separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Please state all qualifications gained (state level e.g. A 'level, Degree)	Grade/class of degree	Date of award
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please address the areas outlined in the Job Description/Person Specification and tell us why you are interested in this particular post. Think about the breadth of experience, skills or knowledge you bring and tell us about this.. Be concise but make sure that you cover ALL the essential points of the job description / person specification not just the things you are passionate about.

Your response to this section is extremely important and will inform our decision on whether to invite you for interview. (Please complete on a separate sheet if necessary)

6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The parish reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Name (Referee 2):	
Title:		Title:	
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, you may wish to give reasons:			

7. CRIMINAL CONVICTIONS

Please answer the following questions.

Have you ever been convicted of a criminal offence?

YES NO

Have you ever been cautioned for a criminal charge?

YES NO

Are you at present the subject of a criminal charge or investigation?

YES NO

Is there any other relevant information that you wish to disclose?

YES NO

If YES to any of the above questions, please give brief details including dates.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will undertake Diocesan Safeguarding training and comply with our Safeguarding Policies and Practices.

8. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please do so:

Do you consider yourself to be disabled?

Is there any information that we need in order to offer you a fair selection interview/process?

9. GENERAL DATA PROTECTION REGULATION

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to trustees, pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

10. GENERAL	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>You are required to declare below any relationship with or to an employee of the Parish of South Beddington and Roundshaw.</p> <p>Please state name and position:</p>	
11. DECLARATION	
<p>If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.</p> <p>I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.</p> <p>I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing employment.</p>	
Signed:	Date:

Please complete and return this application form by email to sbrvicar@gmail.com

Or by post or hand to: St Michael's Vicarage, Milton Road, Wallington, SM6 9RP