# JOB APPLICATION FORM

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| **Job Ref No:**  CFML19 |

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| --- | --- | --- |
| **Job Title: Leader of Children & Families Ministry** | | |
| **Where did you see this job advertised?** | | |
| **Title:** | **Surname:**  **Previous Surname (if applicable):** | **First names (for official purposes):** |
| **Current Address:**  **Postcode:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **TELEPHONE:**  **Daytime:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Evening:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_  **E-mail address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **EMPLOYMENT DETAILS**

## PRESENT EMPLOYMENT

|  |  |
| --- | --- |
| **Current or most recent employer:** | |
| **Address:** | **Start date:** |
| **End date:** |
| **Job title and key responsibilities:** | |
| **What period of notice are required to give:** | **Reason for leaving** |

## **PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start date** | **End date** | **Name of employer** | **Job Title and Key responsibilities** | **Reasons for leaving** |
|  |  |  |  |  |

**(Please continue on separate sheet if necessary)**

## **EDUCATIONAL AND QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Date gained** | **Subject** | **Qualification and Grade/s** | **Awarding Institution** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **College and/or University** | **From** | **To** | **Details of examination results and qualifications held** |
|  |  |  |  |

## **Key training completed**

|  |  |  |
| --- | --- | --- |
| **Topic covered** | **Training provider** | **Date completed** |
|  |  |  |

## **PROFESSIONAL MEMBERSHIP/REGISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issuing body** | **Registration number** | **Date gained** | **Expiry date** |
|  |  |  |  |

## **INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| **Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. You may continue on an additional sheet, if necessary.** |

## **REFERENCES**

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| --- |
| **References**  Please give the names and addresses of three referees, one of whom should be your current or most recent employer. Please note that we cannot accept any references from family members. |
| **PRESENT OR MOST RECENT EMPLOYER: May we approach for reference now?**  ***Please circle* YES / NO**  **Name:** |
| **Address:**  **Telephone number:**  **Email:** |
| **Occupation:** |

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| **Name:** |
| **Address:**  **Telephone number:**    **Email:** |
| **Occupation:** |

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| --- |
| **Name:** |
| **Address:**  **Telephone number:**  **Email:** |
| **Occupation:** |

## **ADDITIONAL INFORMATION**

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| **Please note here any other employment that you would wish to continue with if you were to be successful in being appointed to this role.** |
| **Please share any additional information that is relevant to your application, e.g. any special requirements should you be invited to interview or dates when you would be unavailable for interview.** |
| **Do you hold a current driving licence? Please circle YES / NO** |

## **DECLARATIONS**

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| **This section to be completed only for roles which are a regulated activity relating to St Giles’ & St George’s Ashteadwithin the meaning of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.**  The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  In addition, the post you are applying for is a regulated activity with St Giles’ & St George’s Ashtead*.* If you have been barred from undertaking regulated activity with [insert group], you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.  Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and the circumstance and background of the offence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.  In addition, the post you are applying for is a regulated activity with [vulnerable group] within the meaning of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006. If you have been barred from undertaking regulated activity with St Giles’ & St George’s Ashtead, you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.  Have you at any time been convicted of an offence, spent or unspent?  \*YES / NO \*Delete as appropriate  Have you ever received any cautions, reprimands, final warnings or convictions?  \*YES / NO \*Delete as appropriate |

## **PROFESSIONAL CONDUCT**

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| Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? \*YES / NO \*Delete as appropriate  Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? \*YES / NO \*Delete as appropriate  At the same time I agree to inform the Diocese of Guildford immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? \*YES / NO \*Delete as appropriate  If you have answered YES to any of the above questions, please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post. |

## **GENERAL DATA PROTECTION REGULATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Consent for Job Applicants**  In May 2018 the law changes about how companies record, store and use individuals’ personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.  As a Diocese we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further, and new, obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.  We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.  We are not planning to transfer your data outside the EEA.  **Your consent is requested**  We would like your consent to hold personal and special data about you in order that we can process your employment application.  The data we wish to obtain and hold (a range of examples provided, but not limited to)   |  |  |  | | --- | --- | --- | | **Type of data** | **Why we wish to hold it** | **How long it will be kept for** | | Recruitment data  Previous employers  Types of job held at other companies.  Previous salaries.  Skills and qualifications obtained. | This will allow us to make a decision on your suitability for employment/engagement.  It will help us to decide which team you may be most suitable in. | Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months.  If a job offer is made and more comprehensive GDPR consent form will be issued. |   **Agreement to use my data**  I hereby freely give my prospective employer Ashtead PCC consent to use and process my personal data relating to my job application (examples of which are listed above).  **In giving my consent:**  I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).  I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.  I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.  I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.  I understand the Data Protection Officer for our Diocese is Diocesan Communications Director, and I can contact him/her directly if I have any questions or concerns.  I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)  **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Declaration**  I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.  I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.  **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Return this form to:** [**ministrypa@ashteadparish.org**](mailto:ministrypa@ashteadparish.org) **or Elizabeth Sansom, Ministry PA, St Giles’ & St George’s, SGCC, Barnett Wood Lane, Ashtead, Surrey, KT21 2DA**