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| **St John the Baptist, Armitage** |  |

**Application Form**

**Position: Children & Families Coordinator (18 hours)**

***SECTION 1 – PERSONAL DETAILS***

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | |  |  |
|  | |  |  |
| Christian Names | |  |  |
|  | |  |  |
| Address | |  |  |
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|  | |  |  |
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|  | |  |  |
|  | |  |  |
| Home Tel. Number | |  |  |
|  |  | |  |
| Mobile Tel. Number | |  |  |
|  | |  |  |
| E-mail Address | |  |  |

***SECTION 2 – EDUCATION AND QUALIFICATIONS***

Please give details, with dates:

1. Secondary Education

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School | From | To | Qualifications and Grades Obtained |
|  |  |  |  |
|  |  |  |  |

1. Further / Higher Education (including theological college or course).

|  |  |  |  |
| --- | --- | --- | --- |
| Name of College /  University | From | To | Qualifications and Grades /  Degree Class Obtained |
|  |  |  |  |

1. Any other relevant training or qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Awarding Body | From | To | Qualifications Obtained |
|  |  |  |  |

***SECTION 3 – EMPLOYMENT HISTORY***

Please detail all jobs held in the last 10 years, starting with the most recent:

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| --- | --- | --- | --- |
| From | To | Name of Employer | Post Held; Main Responsibilities; and Reason for Leaving |

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| --- | --- | --- | --- |
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***SECTION 4 – CHRISTIAN FAITH***

Please describe the development of your Christian Faith:

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*(continue on a separate sheet if necessary)*

Are you attending a church regularly? If yes, please state the church that you belong to, and for how long you have been attending:

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What is your current and recent involvement in church life? Describe any positions of responsibility you hold, or have held, within the church.

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***SECTION 5 – OTHER INTERESTS***

Please describe any recreational interests, hobbies etc.

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***SECTION 6 – REASONS FOR APPLYING FOR THIS POST***

Please state your reasons for applying for the post.

What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet the selection criteria (see person specification), drawing on gifts, skills, knowledge and experience, responsibilities held and relevant interests. You should also set out your thoughts about how you will take forward some of the challenges and issues set out in the person specification.

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*(continue on a separate sheet if necessary)*

***SECTION 7 – Rehabilitation of Offenders Act 1974***

The amendments to the Exceptions order of 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring service website.

Do you have a prosecution pending for a conviction at a court for any offence?

Y / N (please circle)

Are you barred from working with children or subject to sanctions by a regulatory body?

Y/N (please circle)

If you have answered yes to any of the above, please provide brief details and give dates if the conviction/caution or sanction:

If you are unclear about the information you should disclose, please visit [Disclosure and Barring Service - GOV.UK](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Diocese of Lichfield of which St John the Baptist, Armitage is part aims to promote equality and opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose only when relevant.

The Diocese of Lichfield and St John the Baptist, Armitage are committed to safeguarding and the promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

***SECTION 8 – Immigration, Asylum and Nationality Act 2006***

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the website [Prove your right to work to an employer: Overview - GOV.UK](https://www.gov.uk/prove-right-to-work), please confirm that you are able to provide the appropriate documents.

Y / N (please circle)

***SECTION 9 – REFERENCES***

All offers of employment are subject to the receipt of satisfactory written references.

Please give the names and addresses of 2 referees (who should not be related to you), one of whom must be your current minister / pastor / most recent employer / tutor. We will not take up references prior to making an offer of employment.

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| --- | --- | --- |
| 1. Name |  |  |
|  |  |  |
| Position |  |  |
|  |  |  |
| Relationship to you (e.g. vicar / supervisor / tutor) |  |  |
|  |  |  |
| Company / Organisation Name: |  |  |
|  |  |  |
| Address |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Contact Tel. Number |  |  |
|  |  |  |
| E-mail Address |  |  |

|  |  |  |
| --- | --- | --- |
| 2. Name |  |  |
|  |  |  |
| Position |  |  |
|  |  |  |
| Relationship to you (e.g. vicar / supervisor / tutor) |  |  |
|  |  |  |
| Company / Organisation Name: |  |  |
|  |  |  |
| Address |  |  |
|  |  |  |
|  |  |  |
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| Contact Tel. Number |  |  |
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***SECTION 8 – DECLARATION***

This information given in this document will form part of the Contract of Employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact you or relevant organisations to check factual information that you have given details of in this application document. The information will be stored manually and/or digitally and if unsuccessful your application will be disposed of after 6 months*.*

I declare that the information I have provided in this application form is correct.

|  |  |  |
| --- | --- | --- |
| Signature |  |  |
|  |  |  |
| Date |  |  |

Please remember to complete the recruitment monitoring form and return with this application document.

Please submit your completed application to [rugeleycofechurches@gmail.com](mailto:rugeleycofechurches@gmail.com) to arrive by **9.00am on Monday 13th October.**

If you do not hear from us by **Friday 31st October**, please assume that your application has not been successful on this occasion.

Interviews are planned for **Friday 14th November**, time to be confirmed.