



Employment Application Form

Please complete all sections of the form in **black** and in full and return it by the specified closing date, either by post or by email (see details at the end of the form).

Application for the post of:

Personal Information

Last name:

Previous Name(s): (if applicable)

First name(s):

Home address:

Postcode:

E-mail address:

National Insurance N^o (If you have one):

Do you have a full current driving licence?

Yes ☐

No ☐

Home telephone number:

Daytime number:

Mobile telephone number:

Do you consider yourself to have a disability? Yes ☐

No ☐

(NB: The Equality Act (2010) defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities")

Ross Baptist Church operates an 'Interview Guarantee Scheme' for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements we can make for you if you are called for interview?

If yes, please outline your requirements:

How did you find out about this vacancy?

Absence and attendance

Please give the number of days you have been absent from work in the past 12 months due to illness:

If you wish, please give brief details:

Present (or most recent) employment

Date started:

Job title:

Present or final salary (annual FULL-TIME EQUIVALENT gross):

Specify any additional benefits/payments you receive:

Notice required:

Date of leaving (if applicable):

Reason for leaving (if applicable):

Please provide a brief description of duties of the post :

Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title:			
Employer, address & telephone number			
Start date:		End date: (If applicable)	
Salary (annual gross):			
Brief details of duties & achievements:			
Reason for leaving			

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Employer, address & telephone number			
Start date:		End date: (If applicable)	
Salary (annual gross):			
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Education

Please give details of all nationally recognised qualifications awarded/results awaited, starting with your most recent and working backwards to GCSE or their equivalents in chronological order.

[illegible]

Original certificates and qualifications will be required to be seen at the interview.

Training (Other Continuing Professional Development)

Please list any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary).

Title of Course	Organising Body	Awards (if any)	Date of attendance (mm/yy)
<i>AAT Bookkeeper Qualification</i>	<i>Association of Accounting Technicians</i>	<i>Qualified</i>	<i>07/18</i>

Now, tell us why are you suitable for this position!

Please give any details you wish in support of your application, specifically addressing the points within the Job Specification, in particular any experience, skills, knowledge, training and qualifications relevant to the post applied for as detailed in the information sent to you. (Please continue on a separate sheet if necessary).

References

Please provide three references, including that of your church leader, your current employer (if applicable), and one other. The third referee should be someone well known to you, but not a relative.

Please note that references will only be taken up after a firm offer of appointment is made.

1. Employer/ Education/ Referee

Name:

Email address (please provide wherever possible):

Address:

Telephone N°:

Relationship :

Capacity:

Known for:

 Years

2. Other Referee

Name:

Email address (please provide wherever possible):

Address:

Telephone N°:

Relationship:

Capacity:

Known for:

 Years

3. Other Referee

Name:

Email address (please provide wherever possible):

Address:

Telephone N°:

Relationship:

Capacity:

Known for:

 Years

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 accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

Yes

☐

No

☐

Self-declaration of criminal record

Ross Baptist Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means you are not entitled to withhold information about convictions which for other purposes are "spent" under provisions of the Act.

For information regarding filtering of convictions please see: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

Please complete the **Self Disclosure Form** (separate document, from Job Vacancy page on our website) and return with your application form. The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of HR management. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer.

Declaration

I have completed a Self-Disclosure Form. I confirm that I am legally entitled to work in the UK on a temporary or permanent basis and will provide supporting documents to this effect if requested.

I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of HR management.

Applicant's signature:

Date:

Please return this application form marked **PRIVATE & CONFIDENTIAL** to:

FAO Rev. Ian Olliver
Ross Baptist Church
The Venue
Hill Street
Ross on Wye
HR9 7AD

Alternatively, you can email the application form to: ian@rossbaptist.org

Subject: Application for: [plus the specific job title]