Closing date: 9am on Monday 28th March 2022

We ask all prospective employees working with children, young people and vulnerable adults to complete this extended application form. If there is insufficient room to fully answer any question, please continue on a separate sheet, or expand the table in MS Word. However, please do keep your answers concise, and ideally no more than 200 words per extended section. The information will be kept confidentially by us, unless requested by an appropriate authority.

All personal data will be stored / processed in accordance with GDPR and our privacy notice.

1. PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: |  | Preferred Title: | |  | |
| First Names: |  | | | | |
| Former Names  (e.g. Maiden Name) |  | | | | |
| Address:  Postcode: | | Telephone:  (click to check preferred number to contact) | | | |
| Daytime: |  | |  |
| Evening: |  | |  |
| Mobile: |  | |  |
| Email Address: |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| How long have you lived at this address?  (if shorter than 5 years, please give details of previous addresses below and overleaf) | | Years: | Months: |
| From (dd/mm/yyyy) | To (dd/mm/yyyy) | Address: | |
|  |  | Postcode: | |
|  |  | Postcode: | |
|  |  | Postcode: | |
|  |  | Postcode: | |

|  |  |  |
| --- | --- | --- |
| Do you hold a current, valid driving licence?  (click to check) | Yes | No |
| If yes, what type? | Full | Provisional |
| If yes, do you have any current endorsements?  (if yes please give details) | Yes | No |
| Do you own a car? | Yes | No |
| What length of notice period do you need to give your current employer? | |  |

Under the Asylum and Immigration Act 1996 all employers have a legal responsibility to ensure that any prospective employer or worker has the right to live and work in the UK. In order to satisfy this requirement a number of documents have been defined as acceptable. We are also required to check your identity. Prior to any offer of employment being made an applicant will be required to produce the original specified documents, usually at interview.

|  |  |
| --- | --- |
|  | I am a British Citizen/EU National and do not require permission to work in the UK |
|  | I am not a British Citizen/EU National but do not require permission to work in the UK |
|  | I will require a Certificate of Sponsorship to work in the UK |

2. EDUCATION

Give details of any courses you have undertaken at school and since leaving school, (e.g. GCEs, GCSEs, HNC, Dip HE etc.) Please list in chronological order, starting with the earliest dates.

| Dates  From – To | School, College, University | Date | Exam | Subject | Grade |
| --- | --- | --- | --- | --- | --- |
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3. EMPLOYMENT HISTORY

Starting with your current or most recent employer, please tell us about your past and current employment and / or voluntary work (since leaving School) in the table below. Please account for any gaps in your employment history.

| Dates  From To | Name, Address and  Business of Employer | Position held and responsibilities  (With reason for leaving) |
| --- | --- | --- |
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Time Not Already Accounted For

If your time since leaving school is not fully accounted for elsewhere, please account for the remainder here. Mention here any vacation or other casual employment, and time given to responsibilities in the home.

| Dates  From – To | Details |
| --- | --- |
|  |  |

4. CHRISTIAN LIFE & EXPERIENCE

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| --- |
| Briefly describe the beginning and growth of your faith in Jesus Christ: |
| Briefly outline your pattern of prayer, Bible reading and worship in your day to day life: |
| How are you seeking to live out your Christian faith at home, work, church and in your social life? |
| What do you understand to be the role of the Holy Spirit in children’s ministry? What spiritual gifts would you say you have? |
| How have you discerned that you have a God-given calling to work with children and families in a local church setting? How is God calling you to the specific role in St. Marks? |

5. CHILDREN WORK EXPERIENCE

Please tell us why you want to work with children and families and provide details of your experience of work with children, as well as any other relevant experience.

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6. SUITABILITY FOR THIS ROLE

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| --- |
| Please outline your personal experience of leadership within the local church, both working with children and in other areas of ministry. |
| What experience do you have of building, leading and managing a team of volunteers? What challenges does the local church face in this area? |
| What experience and/or training do you have of safeguarding and safer recruitment issues within a local church context? What challenges does the local church face in this area? |
| What administrative and organisational gifts do you have that would be relevant to this role? |

7. OTHER INFORMATION

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| Apart from involvement in church and Christian activities, what other interests do you have? |
| What else would you bring to the local church community in St Marks? |
| Use this space for anything else you would like to tell us about yourself: |

8. REFERENCES

Please complete the details below of two people (over 18 and not family members or relatives) who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer. One should be from outside your current Church setting. If you have been with your current employer for less than two year’s a reference from your previous employer will also be required.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name: |  |  |
| Address: | Postcode: | Postcode: |
| Telephone: |  |  |
| Email: |  |  |
| Relationship to applicant: |  |  |
| We will only take up references if you are successfully shortlisted | | |

Please provide details of the vicar/minister/leader of your current church or place of worship:

|  |  |
| --- | --- |
| Name: |  |
| Church: |  |
| Denomination: |  |
| Address: | Postcode: |
| Telephone: |  |
| Email: |  |
| Name of Church |  |
| We will only take up references if you are successfully shortlisted | |

We reserve the right to take up character references from any other individuals deemed necessary.

9. DECLARATION

I confirm that I have completed all sections of this application form accurately and honestly to the best of my knowledge and belief and that any untrue or misleading information will give St Marks Church Harrogate the right to withdraw or terminate any employment contract offered or signed.

I agree that the St Marks Church Harrogate reserves the right to ask relevant questions about an individual’s health after an offer has been made, and only where appropriate will request a health assessment.

I agree that should I be successful in this application, St Marks Church Harrogate will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory, any offer of employment may be withdrawn.

I consent to St Marks Church Harrogate holding my details on file. These will be stored / processed in accordance with GDPR and our privacy notice and will not be passed on to any unauthorised third party.

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| --- | --- | --- | --- | --- |
| Signed: |  |  | Date: |  |

(If submitting electrically, please type your name)

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| --- | --- |
| Out of interest, where did you see this job advertised? |  |

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| --- |
| The completed application form, with the completed self-declaration form should be returned in a sealed envelope to:  The PCC Secretary, St Marks Church,  Leeds Road, Harrogate, HG2 8AY  Alternatively, the application form can be submitted via email to  ann.fitzgerald@smch.org.uk  Please note that both the confidential self-declaration and application form must reach us by the closing date of 9 am on Monday 28th March 2022  Interviews will be held on the 5th April 2022 |