***CONFIDENTIAL***

**Children & Families’ Minister Job Application**

**Please complete ALL sections.**

***Sections 1 - 6 of the application form will be used to shortlist candidates for interview.***

***Return to tim@eastleakechurch.org / The Benefice Office, 3 Bateman Road, East Leake, LE12 6LN***

| **1. PERSONAL DETAILS (please complete in block letters)** |
| --- |
| Title |  | Last name:  |  |
| First name(s): |  |
| Date of Birth |  |
| Home address: |  |
| Phone number: |  | 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: |  | Hours worked per week: |  |
| Date appointed: |  | Notice required/leaving date if already left: |  |
| Reason for leaving (if applicable): |  |
| Brief description of your role and responsibilities: |  |

| **3. PREVIOUS EMPLOYMENT** |
| --- |
| Start with the most recent. 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 | Full part-time (if part-time, give hours) | Dates (month/year)  | Description (Role and responsibilities)Reason for leaving |
|  |  |  | From | To |  |
|  |  |  |  |  | Detailed in Section 2. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| **4. EDUCATION, TRAINING & QUALIFICATIONS** |
| --- |
| *Start with the most recent. (Please continue on a separate sheet if necessary).* |
| 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. CHRISTIAN FAITH** |
| --- |
| Name of current church |  | How long have you been a member? |  |
| Please tell us about how you came to faith in Christ and how you have grown over the years. |
|  |
| Please tell us about how you share faith and help others to grow as disciples of Christ, especially children and families. |
|  |
| Please describe what you believe to be important when sharing the gospel. |
|  |

| **6. PERSONAL STATEMENT** |
| --- |
| Please tell us why you have decided to apply for this post and the skills and qualities that you believe you would bring to the role. Please share any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL relevant elements of the job description / person specification. You may include a copy of your CV if you wish. |

| **7. REFEREES** |
| --- |
| Please provide details of two referees who have known you for at least two years. One referee should be your church leader and one must be your current or most recent employer or voluntary overseer. If this is the same person, please provide details of another suitable referee. Referees must be over 18 and not be family members or relatives. 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.References will only be contacted after an interview and prior to any offer of appointment. |
| Name (Referee 1): |  |
| Address |  | Phone |  |
| Email address |  |
| How long has this person known you? |  |
| In what capacity does this person know you? |  |
|  |
| Name (Referee 2): |  |
| Address |  | Phone |  |
| Email address |  |
| How long has this person known you? |  |
| In what capacity does this person know you? |  |

| **8. 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. The successful applicant will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

| **9. 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?  | YES ☐ NO ☐ |
| Is there any information that we need in order to offer you a fair selection interview/process?  |
|  |

| **10. GENERAL** |
| --- |
| Do you hold a current full driving licence? | YES☐ NO ☐ |
| Do you have regular use of a vehicle? | YES ☐ NO ☐ |
| You are required to declare below any relationship with or to an employee of St Mary’s Church, East Leake.Please state name and position:  |

| **11. 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. |

| **12. DECLARATION** |
| --- |
| 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.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 Section 11 above, and in particular that checks may be carried out to verify the contents of my application form.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. |
| Signed:  | Date:  |
| **Please return your completed form by email or post by the closing date of Wednesday 9th July.****Email tim@eastleakechurch.org****Post The Benefice Office, 3 Bateman Road, East Leake, LE12 6LN****We will respond to your application by Friday 11th July.** |