

St Paul's, Weston-super-Mare

# APPLICATION FORM



Application form for the post of:			
vacancy advertised?			
<b>Personal Details</b>			
Full Name:			
Address:			
Tel. Numbers:			
Email Address:			
National Insurance Number:			
Do you require a permit for working in the UK? You will be required to produce evidence of eligibility to work in the UK.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Details:			
Do you hold a full valid driving licence?*	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to a vehicle?*	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
*Alternatively, are you able to travel around the diocese within an appropriate timeframe and/or on short notice? (Only applicable where there is an essential requirement for travel in the person specification)			
Please note below any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974 in the box below or on a separate covering note. If none, please state.			

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### Education

Please give details of secondary schools/colleges attended and subjects passed. Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. If study was on a part time basis please specify.

Name of School/ College/University	From (MM/YYYY)	To (MM/YYYY)	Details of examination results or qualifications

### Further training and membership of professional bodies

Training courses, certificates, diplomas, including membership of professional bodies, particularly any which are relevant to this post.

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## Employment

Your present (or most recent job)

Job Title:	
Current/Most recent Employer:	
Address:	
Dates from and to: (MM/YYYY)	
Current Salary:	
Notice Period:	
Reason for Leaving:	

Please describe your current or most recent job giving sufficient details of your role, responsibilities and working relationships.

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**Previous Employment:**

Starting with the most recent first, please list in chronological order, giving a brief description of each including responsibilities.

Dates from and to MM/YYYY – MM/YYYY	Name of employer and job title	Salary and benefits	Main Duties	Reason for leaving

**Your faith journey**

This post is a Christian ministry post, subject to a Genuine Occupational Requirement. Please could you briefly share something about your own Christian journey and how it has led to you applying for this role? You may continue on separate sheets and attach if necessary.

### You and the role

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet the criteria in the person specification. You may continue on separate sheets and attach if necessary.

**Other information**

Please give us any other information which you think is relevant to this position

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## References

Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from friends and relatives are not acceptable. We reserve the right to contact any of your previous employers.

### Referee 1:

Name:	
Address:	
Telephone Number:	
Email:	
Position/Occupation:	
Relationship to you:	
May we approach this referee?	

### Referee 2:

Name:	
Address:	

Telephone Number:	
Email:	
Position/Occupation:	
Relationship to you:	
May we approach this referee?	

**Declaration:** I declare that the statements in this form are correct. I understand that any job offer will be conditional on references that are satisfactory to the Diocese of Bath & Wells. For posts which will involve working with children, young people and vulnerable adults a clear enhanced DBS check will be required.

Signature		Date	
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**Date Protection Statement:**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. St Paul's will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Please note that information provided on the application form will be viewed by HR, the recruiting manager and interview panel.

Please return this form by no later than the advertised closing date to [office@stpauls-weston.org.uk](mailto:office@stpauls-weston.org.uk)