

Application Form

We ask all prospective employees to complete this form as part of a safer recruitment process. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by St Paul’s, unless requested by an appropriate authority.

**1. Position Applied for**

Title: Associate Vicar

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: St Paul’s Church, 179 Pixmore Way, Letchworth Garden City, SG6 1QT

Working: Three days per week one of which is to be a Sunday

**2. Personal Details**

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maiden/Former Name(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_ /\_\_\_\_\_ /\_\_\_\_ Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_\_\_\_\_\_\_ Years \_\_\_\_\_\_\_\_\_\_\_\_\_Months

If less than 5 years, please give previous address(es) with dates:

From/To \_\_\_ /\_\_\_ /\_\_\_ \_\_\_ /\_\_\_ /\_\_\_

Previous Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From/To \_\_\_ /\_\_\_ /\_\_\_ \_\_\_ /\_\_\_ /\_\_\_

Previous Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment?

YES\* NO\* (\*Please indicate)

If yes, please give details

**3. Employment History**

Please tell us about your past and current employment / voluntary work in the table below (most recent first):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employers Name and Address | Employedfrom (Date) | Employedto (Date) | Job Title | Reason for Leaving |
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**4. Education History**

Please tell us about your formal education history (most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College or University | Attendedfrom (Date) | Attendedto (Date) | Course/Qualification Title | Result/Outcome or Grade |
|  |  |  |  |  |
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**5. Health information**

Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake duties safely.

**6. References**

Please complete the details below of two people 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. These people should be able to comment upon your character and suitability for this position. Referees must have known you for at least two years and we reserve the right to take up character references from any other individuals deemed necessary. Where an occupational requirement exists for the post holder to be a committed Christian who is an active communicant of the Church of England or a church in full communion with the Church of England, in accordance with the Equality Act 2010, a reference must be obtained from your current church and your previous church if you have moved to your current church in the last two years.

It is usual practice and our preference to take up references prior to interview. If you do not wish your current employer to be contacted prior to interview, please give your reasons and provide details for one other person whom we may contact prior to interview. In these circumstances, any offer of employment would be subject to a satisfactory reference from your current employer.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Personal statement

Please use this space to inform us of your skills, experience, knowledge, attributes and motivations for this particular position. You should make reference to the Job Description and Person Specification for the position in completing this section. Please continue on separate sheets where necessary and attach them to your application form.

**7. Confirmations**

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, St Paul’s Parochial Church Council reserves the right to terminate either my involvement in the recruitment process or my employment should I later be appointed.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_