**Confidential**

**Logo, company name

Description automatically generated**

**A centre of worship and mission, and a beacon of God’s love to the community**

**PARISH OF ST PAUL’S SOUTHVILLE APPLICATION FORM**

**Deadline: 5pm, Monday 9th May 2022**

**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: |  | | | | |
| NI Number: |  | | | | |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools, Colleges, Universities** | **From** | **To** | **Qualifications gained** |
|  |  |  |  |
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**TRAINING**

Please give details of any training courses, which may be relevant to the post you are applying for

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools, Colleges, Universities** | **From** | **To** | **Qualifications gained** |
|  |  |  |  |
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**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** | **Name and Address 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** | **Details** |
|  |  |
|  |  |

**CHRISTIAN LIFE AND EXPERIENCE**

Please tell us something of your Faith Journey and how you sustain yourself spiritually.

**SUITABILITY FOR THE ROLE**

Please state your reasons for applying for this post and why you think you are a suitable candidate, making particular reference to the Person Specification which forms the selection criteria. Include details of any relevant unpaid or voluntary work.

|  |
| --- |
|  |

**OTHER INFORMATION**

|  |
| --- |
| What other interests do you have? |
| Use this space for anything else you would like to tell us about yourself: |

**REFERENCES**

**We will only take up references if you are successfully shortlisted**

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.

One of these should be your present employer / supervisor. 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.

**We will only take up references if you are successfully shortlisted**

|  |  |
| --- | --- |
| **PROFESSIONAL REFERENCE**  Must have a knowledge of your work with young people | |
| **Name** |  |
| **Occupation** |  |
| **Capacity in which they have known you** |  |
| **Address** |  |
| **Email Address** |  |
| **Telephone Number** |  |

|  |  |
| --- | --- |
| **COMMUNITY REFERENCE**  This should be someone from outside the church (this could be a teacher, council worker, a sport team) | |
| **Name** |  |
| **Occupation** |  |
| **Capacity in which they have known you** |  |
| **Address** |  |
| **Email Address** |  |
| **Telephone Number** |  |

Please provide details of the vicar/minister/leader of your current church or place of worship. If this is the same as your first reference, please provide the name of someone else who can comment on your Christian commitment.

**We will only take up references if you are successfully shortlisted**

|  |  |
| --- | --- |
| **CHURCH LEADER / PASTORAL REFERENCE** | |
| **Name** |  |
| **Occupation** |  |
| **Capacity in which they have known you** |  |
| **Address** |  |
| **Email Address** |  |
| **Telephone Number** |  |

**CONVICTIONS**

|  |
| --- |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)?  Yes  No  If YES please give details: |

**RIGHT TO WORK**

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.

Are you free to take up employment in the UK with no current immigration restrictions?

Yes  No

Do you need work permit to work in UK

Yes  No

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees of the national church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.

Are you able to comply with this?

Yes  No

**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 Paul’s Church, Southville the right to withdraw or terminate any employment contract offered or signed.

I agree that should I be successful in this application, St Paul’s Church, Southville (Bristol Diocese) 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 agree that the St Paul’s Church, Southville reserves the right to ask relevant questions about an individual’s health after an offer has been made, and if appropriate will request a health assessment to support amendments required.

I consent to St Paul’s Church, Southville holding my details for the duration of the process. These will be stored / processed in accordance with GDPR and our privacy notice and will not be passed on to any unauthorised third party. Unsuccessful applicants’ information will be destroyed.

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

(If submitting electrically, please type your name)

**Please Return via email to stpsouthville@gmail.com**

**Closing date**: 5pm Monday 9th May 2022