Please complete this form electronically or in your own handwriting using black ink so it can be copied. Use additional sheets as required. Please return to Rev Michael Broadley, Emmanuel Church, Forest Road, Loughborough, LE11 3NW or by email to office@emmanuel-loughborough.org

*Our parish is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.*

Where did you hear about this vacancy?

# Personal Information

Name:

Address:

Email:

Mobile Phone:

Home Phone:

We’ll assume your mobile phone as default to contact you unless you advise otherwise.

# References and Other Information

Please give the name and addresses of two referees including your present or most recent employer where applicable:

|  |  |
| --- | --- |
| 1st Reference | 2nd Reference |
| Name:  Address:  Post code:  Email:  Tel:  Relationship: | Name:  Address:  Post code:  Email:  Tel:  Relationship: |

*References will be taken up for the successful candidate after interview.*

Do you wish to be contacted before these references are contacted? Yes/No

# Previous employment/appointments (list all, most recent first)

|  |  |  |
| --- | --- | --- |
| Name and address of employer | Positions held & dates | Summary of duties, reason for leaving. |
|  |  |  |

# Educational/Professional/Vocational Qualifications

|  |  |  |
| --- | --- | --- |
| Dates  (from & to) | Place of study | Qualifications attained |
|  |  |  |

|  |
| --- |
| Membership of Professional Bodies (if applicable): |

# Supporting Statements

|  |
| --- |
| Using examples from your experience demonstrate how you would fulfil the requirements of the role as described in the Job Description & Person Specification: |

|  |
| --- |
| Why does this role appeal to you? |

# UK Border Agency requirements

Are you free to remain and work in the UK with no current immigration restrictions? Yes/No

*(Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview.)*

# Criminal Convictions

Have you ever been convicted or cautioned with respect to a criminal offence? Yes/No

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application.

If your answer above is "Yes" please give full details:

This position involves access to children and young people and the post will be subject to enhanced disclosure from the DBS.

# Disability Requirements

Do you require any reasonable adjustments either in order to attend the interview, or, if you are appointed, in order to carry out the role? Yes/No

If so, please tell us what you require:

# Declaration

I declare that the information in this application form is correct and that, if the position is offered, will form the basis of a contract of employment.

Signed:

Name: (print):

Date: