****

**Application Form**

**Please see the relevant information on the Role description/s before completing this form. Feel free to adjust the amount of space needed for each section. Please complete this application form electronically or in black ink using block capitals.**

**A CV on its own is not acceptable.**

**POSITION/S APPLIED FOR: CHURCH ADMINISTRATOR**

**Section One: Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title: |  |
| First name: |  |
| Preferred name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Do you currently hold a British Passport or have indefinite leave to remain and work in the UK with no current immigration restrictions? |  |
| Do you possess a current full driving licence? |  |
| Do you own a car? |  |
| Please specify your weekly availability stating days and times.  |  |

**Section Two: Employment History**

*How much notice is required in your current post? \_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From, to (month, year)** | **Name and address of employer** | **Job title and duties** | **Salary at leaving** | **Reason for leaving** |
|  |  |   |  |  |
|  |  |   |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |   |

*Continue on a separate sheet if necessary. Please give reasons for any periods not in employment.*

**Section Three: Education History**

1. Professional/practical qualifications obtained (e.g. youth work, teaching etc).

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |

1. Further education (college or university). Please give details of any qualifications obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Organisation and qualification** |
|  |  |  |
|  |  |   |

1. Principal secondary schools

|  |  |
| --- | --- |
| **School** | **Qualifications and details** |
|  |  |

**Section Four: Your experience and your Faith Journey**

*Please describe yourself, along with how your journey of faith has developed or how you are sympathetic to the Christian Faith.*

|  |
| --- |
|  |

**Section Five: Reasons for Applying for this Post**

*Please detail here your reasons for applying for this post. You should refer to the job description and person specification and refer to experience obtained in your present and past roles that would be relevant to this post and what particular skills you would bring if appointed. Continue on a separate sheet if necessary.*

|  |
| --- |
|  |

*What other things would you like to mention in addition to what you have put already on this application form including any special interests?*

|  |
| --- |
|  |

|  |
| --- |
| **Section Six: Genuine Occupational Requirement***This post carries a Genuine Occupational Requirement under the Equality Act, as a core purpose of this post is to offer administrative support across all areas of church life in line with our vision of “Living the Mission of Jesus- making a difference. “  Please refer to the job description for more details.* |

**Section Seven: Conduct and Criminal Record**

|  |
| --- |
| *Where a role may require a criminal records check the church will applyto the Disclosure and Barring Service for the appropriate level ofdisclosure. Should a required disclosure not be satisfactory, any offerof employment may be withdrawn or employment terminated.* |
| *If the answers to any of the following questions is yes please explain* |
| *Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both ‘spent’ and ‘unspent’ convictions)* |  |
| *Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?* |  |
| *Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence / misconduct?* |  |
| *Are you or have you ever been prohibited and/ or barred from work with children and/or vulnerable adults?* |  |
| *Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you?* |  |
| *Has your conduct ever caused or been likely to cause significant harm to a child and/ or vulnerable adult, and/ or put a child or vulnerable adult at risk of significant harm?* |  |
| *If you reply yes to any of the following questions, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.* |
| *To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm?* |  |
| *Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?* |  |
| *Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?* |  |
| *If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules ; or is that person at present the subject of a criminal investigation/pending prosecution?*  |  |

**Section Eight: References**

*Please give names and addresses of two persons from whom the church may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the church reserves the right to approach* ***any*** *past employer for a reference.*

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Position: |  |  |
| Occupation: |   |   |
| Address:Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |

May we approach your referees prior to interview?

|  |  |
| --- | --- |
| Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system |  |
| Tell us where you saw this job advertised or came to hear about the opportunity |  |

**Section Eight: Declaration**

*Please read this carefully before signing this application.*

|  |
| --- |
| 1. **I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**

1. **I agree that St Luke’s, Sway Church reserves the right to ask relevant questions about an individuals’ health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should they require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information received will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the Data Protection Act.**
2. **I understand that St Luke’s, Sway Church has in place safer recruitment practices and I agree that where a role may require a criminal records check the church will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I have read section seven of this form and understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.**
3. **I understand that Clergy and employed lay people working for the church 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 Church) and 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 British National Party and the National Front. I can confirm that I am able to comply with this.** (please circle as appropriate)
4. **I am happy for St Luke’s, Sway Church to hold my data and all confidential information given on this form, electronically, in paper for a suitable period, pursuant to the General Data Protection Regulations.**

**Signature: \_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_\_**(electronic signatures are acceptable)**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Please return this form by **21st November 2024 5pm** to

**Rev Jane Mitchell** **vicar@swaychurch.com**