

|  |
| --- |
|  Job application form |

|  |  |
| --- | --- |
| Vacancy title: | **Head of Family Discipleship**  |
| Please tell us how you heard about this vacancy: |       |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name: |       | **First name:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.**  |       | **Daytime Contact No.** |       |

|  |  |
| --- | --- |
| **E-mail address:** |       |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |   |   |   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence** Do you hold a full, clean driving licence valid in the UK?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

 |

|  |
| --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up this employment?  Yes No |
| If Yes, please provide details: |
| If you are successful in your application, would you require a work permit prior to taking up employment?  Yes No***Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.*** |

|  |
| --- |
| 2. Education/Qualifications |

|  |  |  |  |
| --- | --- | --- | --- |
| **School (11+)**  | **Study dates** | **Qualification** **and Grade** | **Date obtained** |
|       |  |  |  |
| **College/University** | **Study dates** | **Qualification** **and Grade** | **Date obtained** |
|       |       |  |       |
| **Ongoing Professional Development** | **Study dates** | **Qualification** **and Grade** | **Date obtained** |
|       |       |  |       |

|  |
| --- |
| 1. **Training and Development**
 |
| Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.  |

|  |  |
| --- | --- |
| **Training Course** | **Course Details** **(including length of course/nature of training)**  |
|       |       |

|  |
| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details:       |

|  |
| --- |
| 4. Employment history |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |

|  |  |
| --- | --- |
| Postcode: |       |

 |

|  |  |
| --- | --- |
| Position held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |       | Leaving date: |       |
| Reason for leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact name of line manager for reference: |       |

|  |
| --- |
| **Brief description of duties:** |
|       |

**Previous employer**

|  |  |
| --- | --- |
| Name of employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |

|  |  |
| --- | --- |
| Postcode: |       |

 |

|  |  |
| --- | --- |
| Position held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |       | Leaving date: |       |
| Reason for leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact name of line manager for reference |       |

|  |
| --- |
| **Brief description of duties:** |
|       |

**Previous employer**

|  |  |
| --- | --- |
| Name of employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |

|  |  |
| --- | --- |
| Postcode: |       |

 |

|  |  |
| --- | --- |
| Position held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |       | Leaving date: |       |
| Reason for leaving |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact name of line manager for reference |       |

|  |
| --- |
| **Brief description of duties:** |
|       |

Please continue on a separate sheet if necessary

|  |
| --- |
| 5. Information in support of your application |
| **Skills, abilities and experience**Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. |
|       |

Continue on a separate sheet if necessary

**Specific questions concerning this post**

What do you perceive to be the biggest challenges facing today’s generation of parents, children & young people? How does this impact the way the church makes disciples in today’s culture?

|  |
| --- |
| 6. Reasonable adjustments/Arrangements for interview |

|  |
| --- |
| **Please contact us if you need the application form in an alternative format including large print.** |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

|  |
| --- |
|  |

**If appointed when could you start? Give period of notice if applicable:**

|  |
| --- |
|  7. References |

Please give the details of **two** references – see guidance sheet for further information.

|  |  |
| --- | --- |
| Name of referee and relationship to you: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |

|  |  |
| --- | --- |
| Postcode: |       |

 |
|  | **Email:**      **Tel:**      |

|  |  |
| --- | --- |
| Name of referee and relationship to you: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |

|  |  |
| --- | --- |
| Postcode: |       |

 |
|  | **Email:**      **Tel:**      |

|  |
| --- |
|  8. Declaration |
|  |
| Statement to be signed by the applicantPlease complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.I agree that St Mary’s Reigate can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with GDPR and the Data Protection Act 2018.**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.**  |

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

##### Guidance notes

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form.
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

* Please type or if using pen, write clearly in black or blue ink.
* Ensure you clearly state the job title you are applying for.
* In the ‘Employment history’ section you must state why you have left a position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

We will take up professional references before you interview. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

###### **Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the **most important** part of the application form.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
* Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim for the day before the deadline.
* Use concise, unambiguous sentences and avoid exaggerations.