Application Form - Confidential

Please complete and return to [andrew.white@chanctonbury.org.uk](mailto:andrew.white@chanctonbury.org.uk) by 1st August 2022.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: Services and Leadership PA | | | | | | | | |
| Personal details | | | | | | | | |
| Title: | |  | | | | | | |
| Full name: | |  | | | | | | |
| Address: | | | | | | | | |
| Email: | |  | | | | | | |
| Telephone (landline): | |  | | | | | | |
| Telephone (mobile): | |  | | | | | | |
| National Insurance No: | |  | | | | | | |
| Do you hold a current driving licence? | | | | Yes |  | | No |  |
| Do you have access to a car for work? | | | | Yes |  | | No |  |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes |  | | No |  |
| Please see the end of the form to see which documents to bring to your interview | | | | | | | | |
| References | | | | | | | | |
| Please give details of two people (other than family) who we can approach for a personal reference. One must be your current or last employer. | | | | | | | | |
| 1.  Name:  Address:  Email:  Telephone:  Period Known/Relationship: | | | 2. Name:  Address:  Email:  Telephone:  Period Known/Relationship: | | | | | |
| Employment History *(please include the last 5 years in full & any other employment relevant to this post) (please account for any gaps in your employment history. e.g. caring for dependants, unemployment, career break etc.) Please complete all sections.* | | | | | | | | |
| Name of Employer  Full address of employer(s)  Telephone Number | Job Title and Main Duties | | | Start Date; month/year and end date; month/year | | Reason for Leaving | | |
|  |  | | |  | |  | | |
| Education | | | | | | | | |
| School/College/University Dates attended Qualification(s) gained  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Professional Qualifications/memberships | | | | | | | | |
| Please give details of any professional qualifications that you hold (required or are relevant to this role), and any membership you hold of any professional bodies, including the grade of membership and any other relevant details: | | | | | | | | |
| Person Specification | | | | | | | | |
| Please give details of how you meet the criteria outlined in the Person Specification. | | | | | | | | |
| Christian Life and Experience | | | | | | | | |
| How has God called you to this post over the past year? | | | | | | | | |
| Have you worked in a similar role before? If so, what was the nature of the role? | | | | | | | | |
| What experience and skills do you have and what training have you undertaken to support your application? | | | | | | | | |
| Suitability for the Role | | | | | | | | |
| Describe a project you have managed and explain how you navigated the process. | | | | | | | | |
| What is your experience in administration? Please provide examples of the type of administration you have assisted with. | | | | | | | | |
| What other organisational gifts do you have that would be relevant to this role? | | | | | | | | |
| What is your understanding of safeguarding in relation to this role? | | | | | | | | |
| Operational Experience | | | | | | | | |
| What 4 things do you love most about church services? | | | | | | | | |
| Based on Ephesians 4: 11-16 and the list of Spiritual gifts given to the church, which gift would you identify with the most? | | | | | | | | |
| Other Information | | | | | | | | |
| Apart from involvement in Church and Christian activities, what other interests do you have? | | | | | | | | |
| Is there anything else about yourself that you would like to share with us in your application? | | | | | | | | |
| Data protection statement | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Chanctonbury Church will treat all personal information with the utmost confidentiality and in line with current data protection legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. | | | | | | | | |
| Criminal record | | | | | | | | |
| Please state below any criminal convictions except those 'spent', or otherwise ‘protected’\*, under the Rehabilitation of Offenders Act 1974. \*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. | | | | | | | | |
| Declaration | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Chanctonbury Church being satisfied with the results of the vetting and reference checks, my continued eligibility to work in the UK, an enhanced DBS check, safeguarding training certificate, and a medical report if required, passing the probationary period for the role.  I authorise Chanctonbury Church to approach my current/former employer and personal referees to verify the information I have provided. I understand that Chanctonbury Church are committed to safeguarding and promoting the welfare of children and young people and that a safeguarding qualification and an Enhanced Disclosure & Barring Service check are required for this role.  I agree to undergo an enhanced DBS check as part of the pre-employment screening and ongoing safeguarding training.  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |

Notice to all Applicants

All applicants must undergo a vetting and referencing process.

1. The application must be completed in full
2. A full 5 year work history
3. Personal references
4. Proof of ID
5. Proof of address
6. Medical history
7. National Insurance Check
8. Criminal Records Bureau Enhanced Screening via Chanctonbury Church
9. Safeguarding training

As to enable us to process your application, please supply the following in full

1. Full names, addresses and telephone numbers of previous employers
2. Full names, addresses and telephone numbers of personal references
3. Full details of any unemployment

Please bring the following items to your interview

1. Birth certificate
2. Passport (if held)
3. Safeguarding Training (if completed)
4. Two recent utility bills
5. Driving licence (if held)
6. Bank details
7. P45 (if you have one)

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FOR OFFICE USE ONLY

Associated Documents: Seen: Date: Copy Retained:

Yes No

Birth Certificate/Passport

Work visa

Utility Bill/Bank Statement

Proof of address

N.B. PHOTOCOPIES OF ONE THE ABOVE DOCUMENTS ARE TO BE INCLUDED WITHIN VETTING PAPERS.