

Chanctonbury CHURCH

Application Form - Confidential

Please complete and return to lou.dicas@chanctonbury.org.uk by Monday 19 February, 12pm.

Position applied for: PA to James and Lou di Castiglione				
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") 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:
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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		
<p>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:</p>		
Person Specification		
<p>Please give details of how you meet the criteria outlined in the Person Specification.</p>		

Skills and Experience
Have you worked in a similar role before? If so, what was the nature of the role, and what experience have you gained?
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?

Other Information

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. National Insurance Check
7. Criminal Records Bureau Enhanced Screening via Chanctonbury Church
8. 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. Safeguarding Training (if completed)
2. Two recent utility bills
3. Driving licence (if held)

FOR OFFICE USE ONLY

<u>ASSOCIATED DOCUMENTS:</u>	<u>SEEN:</u>		<u>DATE:</u>	<u>COPY RETAINED:</u>
	Yes	No		
Birth Certificate/Passport	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Work visa	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Utility Bill/Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Proof of address	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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