

Chanctonbury CHURCH

Application Form – Confidential

Please complete and return to office@chanctonbury.org.uk by **Tuesday 30th April**

Please **attach a PHOTO** of you when you send in your application

Position applied for: MINISTRY ASSISTANT		Select: <i>KIDS</i>		<i>YOUTH</i>	
Personal details					
Title:					
Full Name:					
Date of Birth:					
Address:					
Email:					
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		
Do you have a current right to work in the UK?	Yes		No		
<i>Please see the end of the form to see which documents to bring to your interview</i>					
References					
Please give details of two people (other than family) who we can approach for a personal reference. Ideally, one to be one of your current church leaders, the other a current/last employer.					
1.Name:			2.Name:		
Address:			Address:		
Email:			Email:		
Telephone:			Telephone:		
Period Known/Relationship:			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

Person Specification

Please give details of how you meet the criteria outlined in Job description (Personal requirements - page 3). This can include any strengths and weaknesses.

Skills and Experience
Please detail your knowledge and experience which would equip you to work in Children's/ Youth Ministry.
Suitability for the Role
Please outline why you are applying for this post, including what you believe you could contribute, and what excites you about Kids/Youth ministry.
Christian Commitment
Please list the church/es you have been a part of:
Please write about your Christian faith - Tell us in a couple of sentences about how you came to faith in Jesus, and what impact your faith has in your life?
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.

The application must be completed in full:

1. A full work history
2. Personal references
3. Proof of ID
4. Proof of address
5. Medical history
6. National Insurance Check
7. Criminal Records Bureau Enhanced Screening via Chanctonbury Church
8. Diocesan 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 certificate (if completed)
4. Two recent utility bills
5. Driving licence (if held)
6. Bank details
7. P45 (if you have one)

FOR OFFICE USE ONLY

ASSOCIATED DOCUMENTS:

SEEN:

DATE:

COPY RETAINED:

	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.