**APPLICATION FORM**

PART A: PERSONAL INFORMATION

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| Post applied for: |  | |
| How did you become aware of this vacancy? |  | |
| Surname: | | First names: |
| Address:  Postcode: | | Home phone number:  Mobile phone number:  Work phone number:  E-mail address: |
| National Insurance number: | | |
| Do you require a work permit to work in the UK? Yes / No  (If yes, you will be required to provide original documents at the interview stage) | | |
| Do you hold a current driving licence? Yes / No | | |
| Do you have the use of a motor vehicle? Yes / No | | |

PART B: EDUCATION & TRAINING

*Based on the job description please provide details of your education (including A-Level grades and class of degree if applicable), training, any relevant professional qualifications and membership of professional organisations. Please give dates.*

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PART C: EMPLOYMENT HISTORY

*Please provide details of your current employer, followed by your past employment history since completing full-time education in chronological order. Please include details of any voluntary work experience if applicable.*

**CURRENT EMPLOYER**

| **Name and address of organisation** | **Start and end date** | **Post held and brief description of responsibilities** | **Reason for leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
| If appointed, how much notice do you require to give your employer? | | | |
| If appointed, do you know of any reasons (legally or otherwise) why you might be prevented from performing the new role effectively? | | | |

**PAST EMPLOYMENT**

| **Name and address of organisation** | **Start and end date** | **Post held and brief description of responsibilities** | **Reason for leaving** |
| --- | --- | --- | --- |
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PART D: PERSONAL STATEMENT

*Looking at the job description and person specification please give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc.*

*As this post has an occupational requirement to be a practicing Christian please state how you meet this.*

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| What is particularly appealing to you about this advertised position and why are you applying at this time? |

PART E: HEALTH

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| Please state the number of days and reasons for absences from work / education due to sickness in the last 24 months: |
| What is your current state of health? |

PART F: DISCLOSURE OF CONVICTION(S)

*If successful in your application, you will be asked to give your consent for St Mary’s Cogges to undertake an enhanced* Disclosure and Barring Service (DBS) *check to establish whether you have been convicted of any criminal offence.*

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| --- |
| Have you ever been convicted of an offence? Yes / No  *(ignore any parking or speeding fine offences)*  If yes, please give details:  Do you have any police proceedings impending or outstanding against you? Yes / No  If yes, please give details: |

PART G: REFEREES

*Please provide details of two referees. One referee must be from your current, or most recent, work context in a supervisory position.*

|  |  |
| --- | --- |
| **Current Employer:**  Referee name:  Job Title:  Organisation:  Address:  Postcode:  Phone:  Email:  Capacity known to you:  May we contact your current employer now? | **Ministerial / Clergy referee or Personal referee**  Referee name:  Job Title:  Organisation:  Address:  Postcode:  Phone:  Email:  Capacity known to you: |

*To the best of my knowledge and belief, the information supplied by me in this form is correct and complete. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.*

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

False or misleading information on this form will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

If you are emailing this application, then in the absence of this signature you should note that the emailing this application constitutes your personal certification that the details in this application are correct and compete.

Please return this form to Andy McCulloch by email to: [andy@coggesparish.com](mailto:andy@coggesparish.com) or by post to:  
St Mary’s Church, Church Lane, Witney, OX28 3LA. You can also call to discuss it on 01993 779 613.

**Office use only:**

|  |  |
| --- | --- |
| Date received: | References checked: |
| Interview date & time: | Letter sent: |

EQUAL OPPORTUNITIES MONITORING FORM

*Our PCC wholeheartedly supports the principle of equality of opportunity in employment and believe in the benefits of a workforce drawn from a wide cross-section of the community.*

*You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.*

*Please put an X in the relevant box.*

**Gender** Female Male

**Age** 16 – 25 26 – 35 36 – 45 46+

**Date of birth**

**Ethnicity**

ASIAN BLACK MIXED WHITE CHINESE / OTHER

Asian British African White/Asian British Chinese

Bangladeshi Black British White/Black African Irish Any Other

Indian Caribbean White/Black Caribbean Other

Pakistani Other Other

Asian Other

**Marital Status**

Please indicate which of the following best describes your marital status.

Single Married Separated

Divorced Widowed Civil Partnership

Undeclared

**Disability – Equality Act 2010**

Please outline any reasonable adjustments you may need if invited to attend an interview.

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