

Application Form for A Children & Families Worker

We would like to thank you for expressing an interest in becoming our Children and Families Worker. If you wish to apply for the post please complete the following application form completely and clearly in black ink/type and email it to our administrator, Mr Paul Rowley, by Thursday 30th November 2017 at paul.rowley@yahoo.co.uk. Written applications can be sent to:
Revd Colin Resch, 4 Rothley Road, Mountsorrel, Loughborough, LE12 7JU.

General Guidance For Completing Applications

Before Completing the application form, please ensure you have read the Job Description, Person Specification and Parish Information Document. Decisions about who will be selected for interview will be based ONLY on the information you give in your application form. Therefore, application forms should be filled in as completely and as clearly as possible. Please ensure that this form is returned by the closing date to ensure consideration. Copies of references and qualification certificates should not be enclosed with this application.

Look carefully through the person specification. This document will be used throughout the selection procedure. You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. You should describe how you meet the person specification, giving examples. The short-listing panel will be looking for evidence, which illustrates relevant skills, knowledge and experience.

Jobs Working With Children and/or Vulnerable Adults

As the job for which you are applying involves substantial opportunity for access to children, your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of these groups. These checks will include a check by the Disclosure and Barring Service on Police Records for all criminal convictions, cautions and any impending cases.

Data Protection Act

The information or data which you have supplied on this application form will be processed and held on computer and held on your personnel records if you are appointed. By signing and returning this application form you will be deemed to be giving your explicit consent to the processing of data contained on it, including any information which may be considered to be sensitive personal data.

The Recruitment Process – What Happens Next

Where possible, we will acknowledge the receipt of all application forms. If you have not heard from us by the interview date as stated on the job advertisement you can assume that your application has been unsuccessful on this occasion.

Application Form

Position Applied For: Children and Families Worker

Closing Date: Thursday 30th November 2017

Personal Details

Full Name:			
Full Address:			
Tel Number:		Mobile Number:	
Email Address:			
Date of Birth:		Marital Status:	

Qualifications

Level (eg. Degree/GCSE)	Subject/Course	Grade Attained

Membership of Professional Bodies

Name of Professional Body	Grade of Membership (where appropriate)

Employment History *(please list chronologically, starting with current or last employer)*

Name and Address of Employer and Nature of Business:	Dates of employment From To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

Training

Details of training courses attended and awards achieved, if appropriate:

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Personal Statement

Please explain why you are applying for this job. Focussing on the job criteria and the person specification, please state what knowledge, skills and experience you have which are relevant to the job. Include information about your paid employment and any voluntary work you have done which you feel is relevant to this post.

Personal Faith

Please provide a brief account of your Christian testimony

Supporting Information

Is there anything else you wish to add in support of your application?

Special Requirements

Please list below any special requirements or reasonable adjustments that you may need if you are called to interview.

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Referees

Please give the name and contact details of two referees who can broadly represent your professional work and suitability for this post. This should include your current or most recent employer, and may include your minister if relevant. Your two referees must not be members of the same Church fellowship. Please note that no one included in short listing for interviewing is permitted to act as referees for candidates applying for this post.

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
Position:		Position:	
Relationship to applicant:		Relationship to applicant:	
May we contact this referee prior to interview?		May we contact this referee prior to interview?	

Data Protection

The information supplied on this application form will be used only for the purposes of making the above appointment. If appointed, this information may be held on computer and in your personnel file. By returning this application form you will be deemed to be giving your explicit consent to the processing of data contained on it, including any information which may be considered to be sensitive personal data.

Declaration

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated. This declaration may be considered signed if the application is submitted from the email address given above.

Signature:		Date:	
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