**Application form**

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**Application form**

*Please complete this application form electronically or in black ink using block capitals.*

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| --- | --- |
| Post applied for: | Diocesan Schools Adviser (Part-time: 17.5 hours per week) |

**Personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name: |  | Title: |  |
| Preferred name: |  | | |
| Names in full: |  | | |
| Address: |  | Postcode: |  |
| Telephone: |  | | |
| Email: |  | | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? |  | | |

Do you meet the Genuine Occupational Requirement Yes/no

specified for this role?

Do you possess a current full driving licence? Yes/no

Details of any endorsements

Groups/expiry date

Do you own a car/access to own transport? Yes/no

**Employment history**

*Please note any other employment you would continue with if you were offered this position.*

*How much notice is required in your current post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*List present and previous appointments in reverse chronological order*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From/To (month, year)** | **Name and address of employer** | **Job title and brief description of duties** | **Salary at leaving** | **Reason for leaving** |
| **Current** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Continue on a separate sheet if necessary.*

**Education and qualifications**

1. Professional/practical qualifications obtained (e.g. teaching, social work). Membership of professional bodies etc.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Further education (college or university). Please give details of any qualifications and grades obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Name of University/College and details of qualification gained and grades** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Principal secondary schools

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **School name, and details of qualifications gained and grades** |
|  |  |  |
|  |  |  |

**Reasons for applying for this post**

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| --- |
| Please detail here your reasons for applying for this post. |

**Supporting Statement**

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| Please detail why you believe you are suitable for the vacancy. *You should include experience obtained in your present and past roles that would be relevant to this post and the particular skills you would bring if appointed. Your answer should seek to address the points in the person specification. Continue on a separate sheet(s) if necessary.* |

**Interests, Recreations and Voluntary Work**

Please give details of your main interests outside your employment and any positions held

**References**

**Employment References**

*Please give names and addresses of two persons from whom we may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the diocese reserves the right to approach* ***any*** *past employer for a reference.*

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address:  Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |
| May we approach your referee prior to interview? | Yes/No | Yes/No |

**Minister of Religion Reference**

*Due to the Genuine Occupational Requirement of the role to be a practising Christian please also include the details of a Minister of Religion who can provide a reference for you. Please obtain their permission.*

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Occupation: |  |
| Address:  Postcode: |  |
| Telephone: |  |
| Email: |  |
| Relationship with applicant: |  |
| May we approach your referee prior to interview? | Yes/No |

**Criminal record**

|  |
| --- |
| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure & Barring Service. For legal and accounting professions, you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. |

Do you have any special requirements that we need to be aware of during the selection and interview/assessment process?

If yes, give details

**Declaration** *Please read this carefully before signing this application.*

|  |
| --- |
| 1. I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.      1. I agree that The Diocese reserves the right to ask relevant questions about an individual’s health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should the diocese require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information that the diocese receives will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the Data Protection Act. 2. I agree that should I be successful in this application, the diocese will, if required, apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated. 3. I understand that Clergy, ordinands and such employed lay people working for the diocese as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England’s commitment to promoting racial equality. This explicitly includes the BNP. I can confirm / not confirm that I am able to comply with this. (please circle as appropriate) 4. I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.   Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please return this form to: [jobs@chelmsford.anglican.org](mailto:jobs@chelmsford.anglican.org)

or to the HR Manager, Diocese of Chelmsford, 53 New Street, Chelmsford, Essex, CM1 1AT

**Please mark all correspondence - Private & Confidential**