

EMPLOYMENT APPLICATION FORM**JOB TITLE: Ministry Assistant (Children and Families)**Submit your application to: **info@stedmund.org.uk****PERSONAL DETAILS**

First Name:	Last Name:
Address incl. postcode:	
Home Telephone	
Mobile	
Email	
Are you legally entitled to work indefinitely in the UK?	Tick box: Yes <input type="checkbox"/> No <input type="checkbox"/>
If your answer is no, please give details of your employment status:	
If offered the position you will be asked to present original documentation confirming your right to work in the United Kingdom prior to the commencement of your employment.	

If successful in your application, when would you be free to start (how much notice period are you required to give?)

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EDUCATION AND QUALIFICATIONS: *Include secondary and any higher education*

Educational Establishment	Qualifications gained and grade (GCSE, NVQ, Degree etc)	From	To

Other training or qualifications

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Membership of any professional bodies

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EMPLOYMENT and VOLUNTEER HISTORY – start with current/most recent position						
Employer	Job Title	Number of Hours worked per week	Brief description of role	Reason for leaving	From - -/- -/- -	To - -/- -/- -

If there are gaps of more than a month in your Employment History, please give dates, explain what you were doing and how it influenced you. *If necessary, please add additional numbered sheets after this page up to a maximum of 4 typed A4 sides, or the handwritten equivalent.*

SUPPORTING INFORMATION – *please refer to the Job Description and Person Specification.* Please demonstrate how your skills and experience, including any unpaid work, enable you to fulfil the essential criteria of the Person Specification in the order they appear. ***We will use what you say here to decide who is to be short-listed.***
If you wish, please add additional numbered sheets after this page up to a maximum of 4 typed A4 sides, or the handwritten equivalent.

Any other information, comments or ideas relevant to the post

INTEREST

Please state briefly why you wish to apply for this post. What aspects of the job description or of this Church attract you particularly?

REFERENCES

Following successful interview, you will be asked to provide contact details of referees who can comment on your suitability for employment. You will be asked to provide details for references that cover the past 36 months, including from any employment you have undertaken in that period. One reference must be from your current or most recent employer. ***If you have not been employed for all of the last three years***, you can provide details for a character reference. Character references cannot be from friends or family members, but must be from someone you know in a professional capacity such as an ex-colleague, tutor or community/religious leader.

DBS disclosures and Recruitment of ex-offenders

St Edmund's Church complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. St Edmund's Church undertakes not to discriminate unfairly against any person subject to a Disclosure on the basis of conviction or other information revealed.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

St Edmund's Church will ensure that every applicant who is subject to a DBS Disclosure is made aware of the existence of the DBS Code of Practice, a copy of which will be made available on request.

St Edmund's Church undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before considering the withdrawal of a conditional offer of employment. Any decision to employ will depend on the nature of the position and the circumstances and background of any disclosures listed.

Equality and Diversity

St Edmund's Church values the differences that a diverse workforce brings.

St Edmund's Church is committed to being an equal opportunities employer and will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation, which are 'protected characteristics' according to the Equality Act 2010.

We are committed to ensuring that all employees, job applicants and other persons with whom we deal are treated fairly and are not subjected to discrimination.

DECLARATION

I confirm that the information provided by me is true and correct to the best of my knowledge. I realise that if I am employed and such information is found to be false, I am liable to dismissal without notice.

I acknowledge that this post is subject to a DBS check and satisfactory references.

Returning this form to St Edmund's Church via email acts as your 'email signature' and signifies your agreement to the declaration above. Please save this form using your name as the file name and send to the email address stated on page 1.

Signed:

Date: