



APPLICATION FORM



St Giles' Church
Exhall

Post Applied For:	Children's and Families' Development Worker
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PERSONAL DETAILS

Surname (Including Preferred Title)			
Forename(s)		Known As (not nickname)	
Address (Inc. Postcode)			
Home Telephone No:			
Daytime Telephone No:			
Mobile Telephone No:			
E-Mail Address			
Do you hold a current Driving Licence	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Details of any Penalty Points			

EDUCATION AND TRAINING

Secondary Education – Name(s) of School(s)	State whether full or part-time giving exam results and grades	
University/College and other Further Education and Training	Type of Course and Subjects Studied	Qualifications

EDUCATION AND TRAINING CONTINUED

Secondary Education – Name(s) of School(s)	State whether full or part-time giving exam results and grades

Membership of Professional Bodies

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EMPLOYMENT

Details of present or last employer			
Name			
Address			
Dates		Salary	
Position / Job Title			
Main duties and responsibilities			
Reason for leaving (if you have left)			
Notice that you are required to give (if you are still in this post)			

Details of previous employers (in date order)			
Name			
Address			
Dates		Salary	
Position / Job Title			
Main duties and responsibilities			
Reason for leaving			

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Reason for leaving			

Describe your present employment in terms of responsibilities and relationships

Please give us your reasons why you think you would be suitable for this post

Leisure interests and hobbies

Public duties undertaken (JP, Local Councillor, Community Work etc)

REFERENCES

Please give two references other than friends or relatives (obtain their permission first)			
Name		Name	
Address		Address	
Email		Email	
Occupation		Occupation	

PRESENT EMPLOYER

May we approach for a reference now?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name		
Address		
Email		
Occupation		

Please note: No appointment will be made without first taking up references.

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.

If employed, I agree to abide by the Organisation's rules and regulations as are currently in operation, and as amended by the PCC of St Giles' Exhall or the Diocese of Coventry, from time to time.

This post requires a DBS check. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The provisions of the Data Protection Act 1998 preclude the PCC of St Giles' Exhall from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your Application and the associated documents, is for specific employment consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become an employee of the PCC of St Giles' Exhall within that timescale. Your signature on this form indicates your acceptance of the above conditions.

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.

Are you free to remain and work in the UK with no current immigration restrictions? **YES** **NO**

Signature	
Date	

Please return this form by midday on Friday 21st April to:

Revd Andrew Gandon
St Giles' Church, Exhall
St Giles' Rd
Ash Green
Coventry
CV7 9GZ

Email: andrewgandon@gmail.com

Tel: 02477 677461

