

## Parish of Hazlemere: Employment Application Form

***Strictly Confidential***

**Please complete in BLOCK CAPITALS**

<b>POSITION APPLIED FOR</b>	
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### PERSONAL INFORMATION

<b>TITLE</b>	Mr / Miss / Mrs / Ms (delete as appropriate)
<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>ADDRESS</b>	
<b>POSTCODE</b>	
<b>E-MAIL ADDRESS</b>	
<b>DAYTIME TELEPHONE NUMBER (if applicable, please indicate whether we may call you at work)</b>	
<b>EVENING TELEPHONE NUMBER</b>	
<b>DO YOU HAVE A VALID UK DRIVING LICENCE?</b>	Yes / No (delete as appropriate)
<b>DO YOU OWN A CAR?</b>	Yes / No (delete as appropriate)
<b>ARE YOU ELIGIBLE TO WORK IN THE UK?</b> *If No please explain what restrictions are in place	Yes / No* (delete as appropriate)

**EDUCATION (from age 11) & FURTHER EDUCATION**

EDUCATION ESTABLISHMENT	QUALIFICATIONS GAINED / EXAMINATION RESULTS

**ADDITIONAL QUALIFICATIONS & WORK RELATED TRAINING**

(Including membership of professional bodies)

TRAINING / PROFESSIONAL BODY	QUALIFICATIONS GAINED

**EMPLOYMENT HISTORY**

	<b>CURRENT/ LAST EMPLOYER</b>	<b>PREVIOUS EMPLOYER</b>	<b>PREVIOUS EMPLOYER</b>
<b>START DATE</b>			
<b>END DATE</b>			
<b>NAME &amp; ADDRESS OF EMPLOYER</b>			
<b>POSITION HELD</b>			
<b>SUMMARY OF RESPONSIBILITIES</b>			
<b>SALARY</b>			
<b>REASON FOR LEAVING</b>			
<b>NOTICE PERIOD</b>			

**ADDITIONAL INFORMATION**

<b>WHAT ATTRACTS YOU TO THIS ROLE?</b>

**DESCRIBE ANY SPECIAL SKILLS AND / OR EXPERIENCE THAT WOULD MAKE YOU PARTICULARLY SUITABLE FOR THIS POSITION**

**WHAT SUSTAINS YOU SPIRITUALLY IN YOUR FAITH?**

**HOW DO YOU BALANCE CONFLICTING DEMANDS AND PRIORITIES IN WORK?**

**As a representative of Hazlemere Church and a member of the church's office team, you will be expected to represent and role model the church's Christian ethos and values. By submitting your application you are confirming your acceptance of the above and willingness to engage in the following areas of activity:**

- Praying with people
- Writing Christian devotionals
- Participation in Christ-centred team prayers
- Sharing the Gospel of Jesus
- Role modelling Christian faith

**PLEASE SIGN BELOW TO CONFIRM YOUR UNDERSTANDING AND ACCEPTANCE**

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**GENERAL INFORMATION**

<b>RECREATIONAL INTERESTS</b>

<b>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?</b> If yes, please give details.	Yes* / No (delete as appropriate)
(Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)          	

**An enhanced DBS check will be required for this role and safeguarding training is compulsory for all positions of trust within Hazlemere Church**

**REFERENCES**

Please give the names of three referees:

1. Your present employer who will not be contacted until an offer has been made.
2. A previous employer whom we can contact.
3. A church leader (e.g. life group or congregational leader)

If you are a school / college leaver, please give the names and addresses of two people who are able to supply a character reference and who are not relatives, in place of employer references.

	REFERENCE 1	REFERENCE 2	REFERENCE 3
CONTACT NAME			
POSITION HELD			
COMPANY/ ORGANISATION			
ADDRESS			
POSTCODE			

**Data protection**

Your details are held in accordance with our data protection policy - more details can be found on our website [www.hazlemere.org](http://www.hazlemere.org)

**Selection Process**

I confirm that I am available to attend an interview on Tues 20th or Wed 21st July. I understand that it may take 2 hours.

I confirm that the above information is correct and understand that any false details given may result in my application being withdraw and/or my dismissal if I am subsequently employed.

Signature: .....

Print Name: .....

Date: .....