

Parish of Hazlemere: Employment Application Form

Strictly Confidential

Please complete in BLOCK CAPITALS

POSITION APPLIED FOR	
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PERSONAL INFORMATION

TITLE	Mr / Miss / Mrs / Ms (delete as appropriate)
CURRENT FULL NAME	
FORMER NAME(S)	
ADDRESS	
POSTCODE	
E-MAIL ADDRESS	
DAYTIME TELEPHONE NUMBER (if applicable, please indicate whether we may call you at work)	
EVENING TELEPHONE NUMBER	
DO YOU HAVE A VALID UK DRIVING LICENCE?	Yes / No (delete as appropriate)
DO YOU OWN A CAR?	Yes / No (delete as appropriate)
ARE YOU ELIGIBLE TO WORK IN THE UK? *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

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

ADDITIONAL INFORMATION

WHAT ATTRACTS YOU TO THIS ROLE?

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

DESCRIBE ANY VOLUNTARY WORK / VOLUNTARY 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

Hazlemere Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. All appointments are subject to acceptable pre-appointments checks, including a satisfactory, enhanced DBS check.

PLEASE SIGN BELOW TO CONFIRM YOUR UNDERSTANDING AND ACCEPTANCE

PRINT NAME: _____ SIGNATURE: _____

GENERAL INFORMATION

RECREATIONAL INTERESTS

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

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 (and who are not relatives):

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 who have known you for at least two years (e.g. life group or congregational leader)

If you are a school / college leaver, please give the names and addresses of two people who have known you for at least two years, 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

For details of our Whistleblowing Policy, Recruitment of Ex-Offenders Policy ad Safer Recruitment Policy & Process, please visit our website www.hazlemere.org

Selection Process

I confirm that I am available to attend an interview on **Wed 5th October**. 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 withdrawn and/or my dismissal if I am subsequently employed.

Signature:

Print Name:

Date: