

# Application Form



## Personal Information

Post applied for:	
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Personal Details	
Family Name (block capitals)	Title:
Names in Full	
Known As	
Contact Details	
Home Address	
Town/City	
County	
Postcode	
Telephone number(s) (that we can use to contact you)	
Email Address	
Are you eligible to work in the UK without restrictions?	Yes / No
Do you require a visa in order to work in the UK?	Yes / No
If you hold a current visa, please state which country the visa was issued, and expiry date if applicable and any restrictions:	
(If applicable) Do you hold a Full Clean UK driving licence?	Yes / No
Vacancy Source	
How did you become aware of this post: (e.g. word of mouth, website)	

## Employment History

*Starting with your current/most recent appointment (clergy applicants please state parish), please indicate your full employment history. Please include the contact name and full address of previous employers.*

Name and address of employer	Start and leave date	Job Title, Job Summary and Key Achievements	Reason for leaving

Describe your present appointment in terms of its responsibilities and relationships

**Education and Professional Qualifications - please start with most recent**

*Based on the job description, list education, training, any relevant professional qualifications and membership of professional bodies. Please give dates.*

Type of qualification	
Name of establishment	
Qualifications achieved	
From	
To	
Type of qualification	
Name of establishment	
Qualifications achieved	
From	
To	
Type of qualification	
Name of establishment	
Qualifications achieved	
From	
To	

## Membership(s) of Professional Bodies

Professional Body:	
Membership Number:	

Professional Body:	
Membership Number:	

## Safeguarding

Good safeguarding is important to our churches; therefore, the person undertaking this role will need to be suitably qualified (and, or be willing to undertake relevant safeguarding training) and undertake a DBS check. For more information on our safeguarding policy visit [www.padstowchurch.org/safeguarding](http://www.padstowchurch.org/safeguarding)

I confirm I am willing to abide by and promote the safeguarding policy.	Yes / No
Safeguarding Training already undertaken.	
I am willing to undertake any/all training required for this role.	Yes / No
I am willing to undertake an enhanced DBS* check (*Disclosure and Baring Service)	Yes / No

## Questions and relevant experience

Looking at the role and person description, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc.

1. Why are you applying for the role of church administrator?
2. As this role promotes Christian faith and supports Christian ministry, please explain how your experience and personal faith may contribute toward the purpose of the church.
3. This role requires a person who can work as part of a team, as well as take initiative. *Please provide examples of both.*

### **Relevant Experience**

Using the *person description*, please demonstrate how your experience, skills and competencies will help you fulfil the role of administrator.



## Referee Details - please start with the most recent

Two persons to whom a request for a reference can be made. They should not be a member of your family and ideally one will be your current employer.

### Current/most recent employer/academic

Name	
Address	
Telephone	
Email	
Job Title	
Reference type (Employer/Academic)	

May we contact your current /most recent employer now?	Yes/No
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### Previous employer/another manager/other

Name	
Address	
Telephone	
Email	
Job Title	

### Additional Information

Do you currently hold a church office, a Bishop's licence or PTO?	Yes / No
Have you ever been removed from office or had a Bishop's licence or a PTO withdrawn?	Yes / No
If you are ordained, you must supply the name of the last Bishop under whom you served here	

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf 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.

**STRICTLY CONFIDENTIAL**

Applications considered on merit as per the Rehabilitation of Offenders Act 1974

Post applied for:	
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Family name (block capitals):		Title:	
Names in full (block capitals):			

**Disclosure of conviction(s)**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. 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.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

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**Padstow PCC is committed to safeguarding and promoting the welfare of both children, young people and vulnerable adults in the Diocese of Truro. This commitment is promoted by all members of staff who work with children, young people and vulnerable adults throughout the parishes.**

GDPR: By signing and returning this application form you consent to Padstow PCC using and keeping information about you - provided by you - or third parties such as referees - relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Thank you for completing this form.

**Declaration**

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018, involved in the consideration of this application.*

Signed:		Date:	
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Please send your completed application form by the closing date to [office@padstowchurch.org](mailto:office@padstowchurch.org), or Recruitment, Padstow Church, Church Office, Church St, Padstow PL28 8BG