

Application for Employment

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| **Position applied for:** |  |
| **Location:** |  |

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| **DISABILITY** – If you are unable to complete this form yourself because of a disability, it may be completed on your behalf by someone else, but you must sign it. If you are invited to interview, you will be asked for details of any additional assistance or equipment you may require for the assessment tests or at interview. | | | | | | | |
| **PERSONAL INFORMATION**  Surname/Family Name  Any other name that you may have been known by  Forenames  Address    Home Tel Mobile  e-mail address…………………………………………………………………………………..  If you are not a British or EU national, please give details of any conditions related to your employment.      I can confirm that I am currently, legally entitled to work in the UK………………………  Have you ever been convicted of a criminal offence?....................................................  If yes, please give details…………………………………………………………………….  Do you have a current driving licence?............................................................................ | | | | | | | |
| **PRESENT OR MOST RECENT EMPLOYMENT** Job Title  Dates employed From To  Current or most recent salary  Reason for leaving | | | | | | | |
| Employers name and address        Key responsibilities of post | | | | | | | |
| **PREVIOUS EMPLOYMENT**  All time since leaving full-time education should be accounted for. Full details should be given of any period not accounted for by full-time employment, education of training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview. | | | | | | | |
| From (Month & year) | To  (Month & year) | | Title & key responsibilities | | Employers name and address | | Reason for leaving |
| **EDUCATION AND TRAINING**  Please give details of examinations pass and qualifications gained. | | | | | | | |
| Date | | School/College/University or Training Centre | | Qualification | | Grade Achieved | |
| **Relevant training and experience**  Further training and experience of work with young people. You may include training and experiences, which did not lead to formal qualifications but are relevant to this position. | | | | | | | |
| Date | | Training | | Training/course Provider | | Award | |
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| **FAITH JOURNEY**  Please share something of your own faith journey, what is most important to you in your faith, and how you see that making a difference to developing the faith of the young people to whom you will minister. | | | | | | | |
| **EXPERIENCE AND RELEVANT SKILLS**  Assess yourself against the key responsibilities and tasks on the job description and give examples of how your knowledge or skills and experience enable you to fulfil the role you’re applying for. Please include any experience of managing volunteers, training leaders and involvement in parish youth ministry. | | | | | | | |
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| **SUPPORTING STATEMENT**  Please provide any further information (for example voluntary roles, any relevant  hobbies/past-times or responsibility held i.e. drama club, music group, fundraiser, committee  member). | | | | | | | |
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| **REFEREES**  Please give the names and addresses of three people (not related to you) from whom references may be obtained. One must be your current or most recent employer, one should be your parish priest/ chaplain. Please note that we reserve the right to contact any previous employer for a reference. We will not contact your current employer at this stage. | | |
| Name | Address | How long known referee and in what capacity |
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| **Please note:** This post is subject to an enhanced level DBS check.  **Declaration**:  In accordance with the Data Protection Act of 1988 I give consent for the information contained in this form to be processed in accordance with Church Policy for the purposes of recruitment and employment. I understand that if I am appointed, this application form will become a part of my personal file and that if I am not appointed it will be stored for 6 months and then destroyed. I understand that if appointed, the fact that I have had a CRB check will be entered on the national COPCA confidential database in accordance with policy and will be retained indefinitely. I also understand that my Confidential Declaration form will be held securely and in strict confidence by the child protection co-ordinator and retained for 100 years.  The Catholic Church is committed to Equal Opportunities. This selection process is designed to select, promote and treat people on the basis of their merits and abilities within British Law. The information given is to the best of my knowledge and correct. I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal/legal action.  **Signed** …………………………………………..………**Date ………………………………….**  Email this form to: saintjosephsthame@btinternet.com  or post: Father David Hartley, St. Joseph’s Catholic Church, Brook Lane, Thame OX9 2AB | | |