

APPLICATION FORM

Please complete this form in black ink answering all questions in full and continue on a separate sheet if there is insufficient room for your answer.

PART A: PERSONAL DETAILS

Application form for the post of	
Personal details	
Surname _____	Forenames _____
Address _____	Title (Mr, Mrs, Miss, Ms, Dr, other) _____
(Town) _____	Telephone No (Home) _____
(County) _____	Telephone No (Work) _____
(Post code) _____	Telephone (Mobile) _____
Email _____	
Do you hold a current, clean and full driving licence? (Please circle) YES / NO	

PART B: EDUCATION AND TRAINING

Secondary Schools	From	To	Qualifications gained
Higher and Further Education	From	To	Qualifications gained
Other qualifications held			
Membership of Professional Bodies			

Professional training / in house courses		
Course / training	Organising Body	Date

PART C: EMPLOYMENT DETAILS

Starting with your previous job, please state what you have done in the course of your career, in reverse chronological order.

Name and address of employer	Position held	Outline of responsibilities	Dates	Reasons for leaving
			From:	
			To:	
			From:	
			To:	
			From:	
			To:	

Current Employment				
Name and address of employer	Position held	Outline of responsibilities	Date	Reasons for leaving
			From:	
Number of sick days taken in last 2 years _____			Notice required _____	

PART D: INFORMATION IN SUPPORT OF YOUR APPLICATION

Give reasons why you think you would be suitable for this post relating your skills, qualifications and experience to the job description. Please address each criterion of the person specification / job description ensuring that you give relevant examples of how you meet each criterion.

Please continue on a separate sheet if necessary.

PART E: REFEREES

Please give the names, addresses, and occupations of two referees, one of whom should be your present or last employer and neither related to you.

REFEREE 1	REFEREE 2
Surname _____	Surname _____
Address _____	Address _____
(Town) _____	(Town) _____
(County) _____	(County) _____
(Post code) _____	(Post code) _____
Telephone _____	Telephone _____
Occupation _____	Occupation _____

An offer of employment will be subject to satisfactory referees.

Please inform us if you require any special arrangements to be made for the interview.

Signature: _____

Date: _____

Name: _____

Rehabilitation of Offenders Act 1974

This post is exempt from the provisions of section 4(2) of the above act by virtue of the Rehabilitation Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, bind overs, cautions, reprimands and final warnings, including those which for other purposes are 'spent' under provisions of the Act, and any other information that may have a bearing on their suitability for this post. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Church. Any information given will be considered only in relation to an application for positions to which the order applies, and this information will not be shared with the interview board.

Please state whether or not you have a criminal record YES / NO

If yes, details should be given in a sealed envelope and enclosed with this application.

In accordance with the Department of Education Circular 9/93 'Protection of Children: Disclosure of Criminal Background of those with Access to Children' you are asked to sign the declaration below.

Should I be selected for this post I agree to a Disclosure being requested into the existence and content of any possible criminal record held by the police. A conviction will not necessarily be a bar to employment. This will depend on the circumstances of and background to your offence(s).

Signature: _____

Date: _____

Name: _____

Failure to agree to the above may lead to no further consideration being given to your application for this post.

Please return this Application Form to:

**Brenda Harper
Administrator
Hayes Parish Church
c/o The Rectory
Hayes Street
Hayes
Kent,
BR2 7LH**