**INTERN APPLICATION FORM**



## PERSONAL INFORMATION

|  |  |
| --- | --- |
| TITLE |  |
| SURNAME |  |
| FORENAME(S) |  |
| KNOWN AS |  |
| HOME ADDRESS: |  |
| HOME TELEPHONE NUMBER: |  |
| MOBILE NUMBER: |  |
| PERSONAL EMAIL: |  |

## Education, Work & Experience

**Education, most recent first.**

|  |  |  |  |
| --- | --- | --- | --- |
| ESTABLISHMENT ATTENDED | DATE  From To | | QUALIFICATIONS GAINED |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment History**

Please list the jobs you have held including details of any period you were not working, starting with the most recent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE  From To | | Name and address of Employer | Position held and brief description of role | Reason for Leaving | Final Salary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Volunteering experience?**

|  |
| --- |
|  |

**What are your interests/hobbies outside of work?**

|  |
| --- |
|  |

## YOUR FAITH

Let us know how and when you become a Christian. How has your faith grown and how has God been working in you recently that has led you to this application?

|  |
| --- |
|  |

## What are the areas of weakness and strength?

|  |
| --- |
|  |

## Which Christian leader or person inspires you and why?

|  |
| --- |
|  |

## Your Family

Describe your relationship with your close family and how they feel about your application to be an intern?

(if appropriate please include information about your parent/s and/or guardian/s)

|  |
| --- |
|  |

## Internship

Why would you like to be an intern?

|  |
| --- |
|  |

Please describe the areas of ministry you’d like to be involved with

|  |
| --- |
|  |

The Diocese of Norwich has a variety of internship opportunities and locations across Norfolk and Waveney. Are you willing to be allocated a location, based on discussion with you and the placement church, or is there somewhere specific you feel called to serve?

|  |
| --- |
|  |

## Health & Wellbeing

What is your state of physical and mental health? Please give details of any conditions presently or in the past or any disability that might affect your work. Are you currently on any medication?

|  |
| --- |
|  |

## Extra Information

How did you hear about the internship?

|  |
| --- |
|  |

Is there any other information that you think it would be helpful for us to know?

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Are you a communicant member of any Church? | YES / NO  If yes, please state which Church |
| Do you hold a valid and clean driver’s licence for use in the UK?  Do you have access to a car? | YES / NO  YES / NO |

|  |
| --- |
| Please tell us about any currently booked holiday dates |

## REFERENCES

Please provide details of three people willing to act as references.

|  |  |  |  |
| --- | --- | --- | --- |
| Work |  |  |  |
| Name: |  | | | |
| Position / Occupation: |  | | | |
| Address: |  | | | |
| Email: |  | | | |
| Tel No. |  | | | |
| May we contact this person immediately? | YES / NO | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Spiritual |  |  |  |
| Name: |  | | | |
| Position / Occupation: |  | | | |
| Address: |  | | | |
| Email: |  | | | |
| Tel No. |  | | | |
| May we contact this person immediately? | YES / NO | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Personal |  |  |  |
| Name: |  | | | |
| Position / Occupation: |  | | | |
| Address: |  | | | |
| Email: |  | | | |
| Tel No. |  | | | |

|  |
| --- |
| FAIR RECRUITMENT  To ensure a fair recruitment process and there is no potential conflict of interest, you need to advise us if you know or you are related to any employee or member of a board or committee of the Diocese of Norwich or church where the internship will be based. If this was the case then we would make sure that your relative was not involved, directly or indirectly, in the recruitment of this post thereby ensuring a fair selection process.  YES/NO  If YES please specify…………………………………………………………………………………………………………………………………………………… |

## PRIVACY

As an organisation we need to collect and hold data about you to enable us to process your job application. The Data Protection legislation places an obligation on employers to tell job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

|  |  |  |
| --- | --- | --- |
| Type of data | Why we wish to hold it | How long it will be kept for |
| Recruitment data  Previous employers  Types of job held with other employers  Previous salaries  Skills and qualifications obtained Personal information for DBS check (if required) | This will allow us to make a decision on your suitability for employment/engagement  It will help us to decide which job you may be most suitable for | Data obtained during recruitment will only be kept until either your application has been declined and then securely destroyed after 6 months or you are successfully appointed, whereupon your application forms part of your personnel file data |

Agreement to use my data

By completing this form, I hereby freely give the Diocese my consent to use, and process, my personal data relating to my job application (examples of which are listed above) and may disclose such information to third parties as part of the recruitment process.

DECLARATION

The details described in this application and any supporting information is, to the best of my knowledge, true and complete. I understand that giving false or misleading information may later render me liable to summary dismissal if I take employment with the Norwich Diocesan Board of Finance.

I am prepared to submit to a medical examination by an independent doctor if so instructed by the DBF.

SIGNATURE OF APPLICANT

DATE

Please return this application form via email to: Jonathan Richardson, Children, Youth & Families Development Officer, Jonathan.richardson@dioceseofnorwich.org

**Please note** this page will be removed from your application before shortlisting

Asylum and Immigration Act 1996

It is a criminal offence for an employer to employ staff or use volunteers whose immigration status prevents them from working or volunteering in this country. In order to comply with the act we must ensure that all prospective employees have the right to work in the UK.

Are you a UK citizen with the legitimate right to work: **Yes/No**

If NO: Do you require a work permit or Worker Registration Certificate to work in the UK? **Yes/No**

If YES: Please provide details of your current work status within the UK

Rehabilitation of Offenders Act

Applications from ex-offenders are welcomed and will be considered on their merit. You are required to disclose any convictions which are not ‘spent’ under the Rehabilitation of Offenders Act 1974.

For legal and accounting posts you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Act.

Have you been convicted of any criminal offence that is not ‘spent’?

Yes No

|  |
| --- |
| If you have answered yes please give details of date(s), offence(s) and sentence(s) passed |

Disability

Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration

Do you have a disability under the definition of the Equality Act 2010?

Yes No

If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post.

The appointment of any member of staff or volunteer who may have contact with, or access to, children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure and Barring Service (DBS).

I certify that the information given on this page is correct and I have not omitted any relevant information

SIGNATURE OF APPLICANT

DATE