

**JOB APPLICATION FORM**

|  |
| --- |
| **POSITION APPLIED FOR:** |

**PERSONAL INFORMATION**

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

**EDUCATION, PROFESSIONAL OR VOCATIONAL QUALIFICATIONS**

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

|  |
| --- |
| **OTHER WORK SKILLS AND MEMBERSHIP OF PROFESSIONAL BODIES** |
| Please also give details of any other training courses or other acquired skills e.g. computer skills, driving licence, first aid qualification etc. that you feel may be relevant to this job application. |

**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** |
|  |  |  |  |  |  |

|  |
| --- |
| **PERIOD OF NOTICE** with current employer |

**ADDITIONAL INFORMATION**

|  |
| --- |
| **GIVE REASONS WHY YOU CONSIDER YOU ARE SUITABLE FOR THIS POST**  Looking at the job description, give clear examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc.  If the post has an occupational requirement, please state how you meet this. |

|  |
| --- |
| **PERSONAL HOBBIES, ACTIVITIES AND LEISURE INTERESTS INCLUDING MEMBERSHIPS OF CLUBS & SOCIETIES** |

|  |  |
| --- | --- |
| 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 one of which, being your most recent and/or current employer.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Character** |  |  |  |
| 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. 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…………………………………………………………………………………………………………………………………………………… |

|  |
| --- |
| Please could you indicate where you saw the job advertised: |

**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: Michele O’Keefe, PA to the Diocesan Secretary (maternity cover)** [**michele.okeefe@dioceseofnorwich.org**](mailto:michele.okeefe@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 whose immigration status prevents them from working 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 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……………………………………………………………………………..**

**Date…………………………………………………………………………………….**