|  |
| --- |
| **PLEASE NOTE: The first 3 pages of the application form should be removed before circulating the application form for shortlisting.** |

**APPLICATION FORM**

Please read these notes carefully before you complete the application form.

Thank you for expressing interest in a post with the Doncaster Methodist Circuit.

The points below are intended to help you complete the application form. Please read them carefully before you start to fill in the form.

* You should have received a copy of the person specification and the job description with this form (sometimes within a ‘job pack.’). These documents describe what the job will involve and the skills that we need. Think carefully about the information in the job description and person specification and consider what experience you have that equips you for this post.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life.
* Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
* Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
* Your personal information will be removed and will not be submitted to the interviewing panel.
* Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

**DATA PROTECTION STATEMENT**

The information you provide on this form will be used to process your application for employment. We process this information in line with our privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us. By signing this application form we will be assuming that you agree to the processing of your personal data (as described above) in accordance with our privacy policy.

|  |
| --- |
| **1. PERSONAL DETAILS – CONFIDENTIAL**  |
| This will be held by the recruiting manager before circulating the application form for shortlisting. Items marked with \* must be completed. |
| Post applied for:  |  |
| Where did you hear about the post? |  |
|  |  |
| Title:  |       |
| Surname: (Block letters)  |       |
| First names:  |  |
| Address: (Block letters)  |       |
|       |
| Post Code: |       |
| Telephone number: | Mobile:  |       |
| E-mail address:  |       |
| National Insurance Number: |       |
|  |
| WORK PERMIT\*: Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before we can confirm any offer of appointment e.g. Passport or birth certificate.Are there any restrictions on your right to work in the UK? Yes No If yes, please state restrictions and the expiry date of any permissions.      The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  Yes NoIf yes, please supply further details:       |

|  |
| --- |
| **APPLICATION FORM** |
| Applicant To Complete: |
| FULL NAME |       |
| POST TITLE | Community PioneerDoncaster Methodist Circuit |
| Closing Date | Applicants will be assessed as they are received, and suitable candidates will be offered an interview on a rolling basis. |
| Please return the completed form to: | Jack KeyDoncaster Methodist Circuitjackkey@btinternet.com   |

|  |
| --- |
| For Office Use Only |
| Date Received |  |
| Application No |  |
| Reasonable Adjustments |  |
| Shortlisted | Yes No  |
| Appointed | Yes No  |

|  |
| --- |
| 1. **EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.  |
| Name and Address of Employer | Position Held and Brief Description of Duties | From ToMonth/Year | Reason for Leaving |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| 1. **EDUCATION AND TRAINING**

Please look at the Essential and Desirable requirements in the Person Specification and list details of any Education and Training, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
| Qualification  | Date Obtained  | Grade and Membership Number (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **3. specialist knowledge skills and EXPERIENCE**Use this section to demonstrate how you feel you meet the Essential and Desirable requirements of the **Specialist Knowledge Skills and Experience** section of the **Person Specification Document**. Please be specific in your answers and **include examples**. *Remember: The recruitment team are not able to make assumptions and are not permitted to ‘read between the lines’ –* please be specific. |
|       |

|  |
| --- |
| **4. SPECIAL QUALITIES OR APTITUDES**Please use this section to demonstrate how you feel you meet the Essential and Desirable requirements of the **Special Qualities Or Aptitudes** section of the **Person Specification Document**. Please be specific in your answers and **include examples**. *Remember: The recruitment team are not able to make assumptions and are not permitted to ‘read between the lines’* – please be specific. |
|       |

|  |
| --- |
| **5. Additional Information**We encourage you to use this space and give additional information to support your application. This is your opportunity to *write freely.*  |
|       |

|  |
| --- |
| 1. **REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of at least two referees who can broadly represent your professional work. This should include your current or most recent employer and may include your minister, if relevant and appropriate.  |
| 1. |
| Name: |       |
| Position: |       |
| OrganisationName and Address: |       |
| Email: |       |
| Telephone: |       |
| 2. |
| Name:  |       |
| Position: |       |
| Organisation Name and Address: |       |
| Email:  |       |
| Telephone:  |       |
| 3. |  |
| Name: |  |
| Position: |  |
| Organisation Name and Address: |  |
| Email: |  |
| Telephone: |  |
| I give my consent to references being sought in conjunction with my application for employment *should a conditional offer of employment be made:*Yes No  |
| 1. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment. I understand that any offer of employment is subject to Doncaster Methodist Circuit being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period, and a medical report (in line with the operation of the Equality Act 2010).

Signature:                           Date:                           |