**APPLICATION FORM**

**PRIVATE AND CONFIDENTIAL**

# **Please complete this form using capital letters and black ink only.**

|  |  |
| --- | --- |
| Position applied for :- |  |
| Salary expectation :- |  |

PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title :- | Surname :- | | Forename(s) :- |  |
| Address :-  Postcode :- Telephone numbers :-  Email address :- | | Home :-  Work :-  (Only if we may phone you there)  Mobile :- |  |  |
| Are there any restrictions on your continued residence or employment in the UK?  **No** □ **Yes** □ If yes, please give details :- | | | | |
| What period of notice are you required to give to your present employer? | | | | |

**EMPLOYMENT RECORD**

|  |
| --- |
| **CURRENT OR MOST RECENT JOB**  **Position held :-**  Dates from :- to :-  Name and address of employer :- Please give brief description of duties :-  Current or last salary and reason for leaving :- |
| **PREVIOUS EMPLOYMENT**  (please start with the most recent and work backwards, continuing on a separate sheet if necessary)  **Position held :-**  Dates from :- to :-  Name and address of employer :- Please give brief description of duties :-  Current or last salary and reason for leaving :- |
| **Position held :-**  Dates from :- to :- |

|  |
| --- |
| Name and address of employer :- Please give brief description of duties :-  Current or last salary and reason for leaving :- |
| **Position held :-**  Dates from :- to :-  Name and address of employer :- Please give brief description of duties :-  Current or last salary and reason for leaving :- |

**EDUCATION** Please indicate all qualifications, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University** | **From** | **To** | Qualifications gained/subjects and grades |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **TRAINING/PROFESSIONAL MEMBERSHIP**

|  |  |  |
| --- | --- | --- |
| **Course** | **Brief details** | **Date completed** |
|  |  |  |

**REASON FOR APPLYING**

Why do you consider you are a suitable candidate for this position and what motivated you to apply? (continue on a separate sheet if necessary)

**ACHIEVEMENTS**

Please include any further information including details of your main achievements to date relevant to this application.

I confirm that to the best of my knowledge and belief, the information I have given in support of my application is correct, and understand that any misleading statement or deliberate omission may result in my dismissal.

**Privacy Statement**

Under Data Protection legislation the church, (Stirling Baptist Church) are the Data Controller and can be contacted by ringing 01786 450581 or emailing [admin@stirlingbaptist.co.uk.](mailto:admin@stirlingbaptist.co.uk) We are collecting this information to enable us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract. The information you supply in this form will be held on the church office computer which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator. Destroyed six months after you leave our employment. We will be undertaking performance appraisals as part of your employment and copies of the reports from these (along with all documents supplied as part of your application) will be kept in a password protected section of our church computer which can only be accessed by the Senior Minister as your Line Manager. If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent. You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

# **SIGNATURE**………………………………………

**DATE**………………………………

**The following pages will be DETACHED from your application prior to it being considered as they contain information which is strictly private and confidential.**

**NAME:**

**POSITION APPLIED FOR:**

**REFERENCES**

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current line manager; if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted, and ensure that your referees are aware of this application and also, if you are providing us with their email address that you obtain the referee’s permission.

|  |  |
| --- | --- |
| **Current/last employment** | **Previous employment** |
| Name Address  Postcode Telephone Email  Position held in relation to applicant?  Referee can be contacted prior to offer being made? YES/NO | Name Address  Postcode Telephone Email  Position held in relation to applicant?  Referee can be contacted prior to offer being made? YES/NO |

# **HEALTH DETAILS**

|  |
| --- |
| Please state, with dates, any serious illnesses or operations you have had :- |
| Have you been absent from your employment (or studies) for more than 5 days in the last twelve |
| months?  **No** □ **Yes** □ If yes, please give details? |
| Do you suffer from any recurring ailments?  **No** □ **Yes** □ If yes, please specify? |
| If required, are you willing to undergo a medical examination?  **No** □ **Yes** □ |

**EQUAL OPPORTUNITIES**

We aim to be an equal opportunities employer and our policy is that job applicants and employees receive equal treatment regardless of race, colour, ethnicity, nationality, disability, age, gender, sexual identity or marital status where are of these cannot be shown to be a requirements of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals, who are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please answer the following questions. (Tick boxes where appropriate).

# **SEX** Male □ Female □

**AGE** 16-25 yrs □ 26-35 yrs □ 36-45 yrs □ 46 yrs + □

**DISABILITY**

Do you consider that you have a disability as defined in the Disability Discrimination Act 1995?

YES □ NO □

# If so, please give details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary)

**RACE**

Please ensure that you read all the categories and then tick the box that applies to you.

**I am** :-

White :- BRITISH□ IRISH□

|  |  |  |  |
| --- | --- | --- | --- |
| Mixed race :- | WHITE AND BLACK CARIBBEAN □  WHITE AND ASIAN □ | ANY OTHER BACKGROUND□  WHITE AND BLACK AFRICAN □ ANY OTHER MIXED BACKGROUND □ | (please state)  (please state) |
| Asian or Asian British :- | INDIAN □ | PAKISTANI □ |  |
| BANGALADESHI □ ANY OTHER ASIAN BACKGROUND □ (please state) | | | |
| Black or Black British :- | CARIBBEAN □ | AFRICAN □ |  |
|  |  | ANY OTHER BLACK BACKGROUND □ | (please state) |
| Chinese or other ethnic :- | CHINESE □ | ANY OTHER □ | (please state) |

**REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions which are not “spent” by virtue of the Rehabilitation of Offenders Act 1974. |
| Have you been convicted of a criminal offence, which is not spent, as defined in the above act?  YES □ NO □  If yes, please give details of date (s), offence (s) and sentence (s) passed :-  The information you provide will be treated as strictly private and confidential and will be considered only in relation to the job for which you are applying. For legal and accounting professions, you are required to disclose all convictions including those that are spent by virtue of the Rehabilitation of Offenders Act 1974. |
| Where did you hear about this vacancy? |

# **Thank you for applying.**