

Study currently being undertaken

Secondary Schools, Colleges and Universities	From	To	Brief details of courses	Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations

Other training that you have received which you consider relevant

D. EMPLOYMENT

Asylum & Immigration Act 1996

Are you eligible to work in the UK ? **Yes/No**

Do you have any restrictions on taking up employment in the UK? **Yes/No**
 If yes supply details: (continue on a separate sheet if necessary).

National Insurance Number

Current / most recent employer

Address of employer

Post held

Start date

End date

Basic salary

Notice period

Brief description of duties

Other employment / career history starting with the most recent. Please give full employment history, accounting for any gaps – continue on a separate sheet if necessary.

From	To	Employer name & address	Post	Reason for leaving

E. REFERENCES

Please give the names and addresses of two people who can verify or confirm your employment record. One should be your immediate line manager in your current employment and if this is not the case please give details of relationship.

Referee 1

Name	
Position	
Address	
Daytime phone no.	
email	

Referee 2

Name	
Position	
Address	
Daytime phone no.	
email	

Verification is normally sought after interview. Please indicate whether your referees can be approached before the interview. **YES / NO**

F. REHABILITATION OF OFFENDERS ACT 1974 (exception) Order 1975

The post for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, 'binds-overs' or any criminal convictions that include any that would otherwise be considered 'spent' under the Act. Holy Trinity Claygate is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for any position with access to these individuals or sensitive information.

Have you ever been convicted of any criminal offence? **YES / NO**

If YES, please give details of the conviction(s) and date(s) below

G. EXPERIENCE / RELEVANT SKILLS

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post - continue on a separate sheet if necessary.

H. DECLARATION

For the purpose of the Data Protection Act 1998, I consent to the information contained on this form, and any information received by or on behalf of Holy Trinity Claygate relating to the subject matter on this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution.

I understand that Holy Trinity Claygate may process, by means of a computer database or otherwise, any information which I provide, for the purpose of employment at Holy Trinity Claygate.

Signature _____

Date _____

Please return this application form in an A4 envelope marked 'CONFIDENTIAL' to

Brian Howells,
Operations Manager,
Holy Trinity Church
Church Road
Claygate, KT10 0JP

EQUAL OPPORTUNITIES

Holy Trinity Claygate is committed to Equal Opportunities in Employment. As part of this policy, all applicants are requested to complete this section for the purposes of monitoring the policy. The information you provide will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our aim by completing the following:

Position applied for _____

First names _____

Surname _____

Date of Birth _____

Gender _____

Male / Female _____

If you are invited to attend for interview or to take up employment and require special arrangements, please give the details below

Do you consider yourself to have a disability?

YES

NO

Are you registered disabled?

YES

NO

I would describe my race or ethnic origin as

White British

White Irish

White Other

Black African

Black British

Black Caribbean

Black Other

Bangladeshi

Chinese

Indian

Pakistani

Other

How did you hear about this vacancy? _____

I consent to HTC holding the data in this Equal Opportunities section of the form

Signature _____

Date _____

*Disability or health problems do not preclude full consideration for the job
and applications from disabled persons are welcome*