



**ST MATTHEW'S
& THE MINSTER**
CHELTENHAM

Application form

Please complete this application form electronically or in black ink using block capitals.

Section one: personal information

Post applied for:			
Family name:		Title:	
Preferred name:			
Names in full:			
Address:		Postcode:	
Telephone:			
Email:			
Are you eligible for work in the UK?			

Do you possess a current full driving licence? Yes/no

Do you own a car? Yes/no

Section two: employment history

Please note any other employment you would continue with if you were successful in obtaining this position. _____

How much notice is required in your current post? _____

From, to (month, year)	Name and address of employer	Job title and duties	Salary at leaving	Reason for leaving
Current				

Continue on a separate sheet if necessary.

Section three: education history

a) Professional/practical qualifications obtained (e.g. youth work, teaching etc).

From	To	Qualification/experience

b) Further education (college or university). Please give details of any qualifications obtained.

From	To	Organisation and qualification

c) Principal secondary schools

School	Qualifications and details

Section four: reasons for applying for this post

Please detail here your reasons for applying for this post. You should refer to the job description and person specification and refer to experience obtained in your present and past roles that would be relevant to this post and what particular skills you would bring if appointed. Continue on a separate sheet if necessary.

Section five

In addition as this post carries a Genuine Occupational Requirement under the Equality Act, as a core purpose of this post is to encourage and support the Christian Faith within our communities. Please refer to the job description and person specification and describe here how this applies to you.

Section six: criminal record

Where a role may require a criminal records check the church will apply to the Disclosure and Barring Service for the appropriate level of disclosure. Should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

Section seven: references

*Please give names and addresses of two persons from whom the church may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the church reserves the right to approach **any** past employer for a reference.*

Name:		
Position:		
Occupation:		
Address:		
Postcode:		
Telephone:		
Email:		
Relationship with applicant:		

May we approach your referees prior to interview? Yes/no

Section eight: declaration

Please read this carefully before signing this application.

- a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- b) I agree that **St Matthew's & The Minster** reserves the right to ask relevant questions about an individuals' health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should they require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information received will only be retained on a personnel file during an individuals' tenure in post and will be only stored/processed in accordance with the **Data Protection Act**.
- c) I agree that should I be successful in this application, **St Matthew's & The Minster** will, if required, apply to the **Disclosure and Barring Service** for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.
- d) I understand that **Clergy** and employed lay people working for the church as have duties that require them to represent or speak on behalf of the **Church** (which for the purposes of this policy, includes all employees of the **Church**) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the **House of Bishops** to be incompatible with the **Church of England's** commitment to promoting racial equality. This explicitly includes the **BNP**. I can confirm / not confirm that I am able to comply with this. (please circle as appropriate)

Signature: _____ **Date:** _____

Name: _____

Please return this form according to the instructions in the job advertisement.