

**APPLICATION FOR EMPLOYMENT**

Please return to jobs@ctrbarnwell.org or via post to the church address (as named below section 8)

(Please use a separate sheet of paper if there is insufficient space for any of your answers.)

|  |
| --- |
| 1. **PERSONAL DETAILS**
 |
| **Title:** | **Surname:** | **Forename(s):** |
| **Address:** | **Mobile Phone:** |
| **Home Phone:** |
| **Work Phone:****May we contact you at work? YES / NO** |
| **Email:** | **National Insurance Number:** |
| **Nationality:** | If you are not a British passport holder or you do not have the permanent right to remain in the UK, you will require a work permit. |
| **Do you require a work permit for employment in the UK?** | **Yes**  **☐****No ☐** | **If you already have a work permit, when does it expire?***(Please note that your current work permit may not be valid for this post.)* |
| **Have you lived outside the UK for more than a total of twelve months in the last ten years? YES / NO****If Yes, please explain:** |
| **Post you are applying for:** |

|  |
| --- |
| 1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS**
 |
| **University / Secondary School(s)** | **Date from** | **Date to** | **Examinations Taken**(E.g. BA English, A-Level) | **Date** | **Results** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| 1. **PRESENT / MOST RECENT EMPLOYMENT**
 |
| **Name and Address of Employer:** | **Position Held:** | **Dates of Employment:** |
| **Please outline your duties & responsibilities:** |
| **What is the reason for leaving or wishing to leave?** |

|  |
| --- |
| 1. **PREVIOUS EMPLOYMENT**
 |
| **Name and Address of Employer:** | **Position Held:** | **Dates of Employment:** |
| **Please outline your duties & responsibilities:** |
| **Reason for leaving:** |
| **Name and Address of Employer:** | **Position Held:** | **Dates of Employment:** |
| **Please outline your duties & responsibilities:** |
| **Reason for leaving:** |

|  |
| --- |
| 1. **TELL US ABOUT YOURSELF**
 |
| **Please tell us about yourself, both personally & professionally. What do you love, care about, or want to see in the world around you? Mention any people, books, or events that have played a significant part in your life.** |
| **What skills and experience make you the right candidate for this role? Please describe how you fulfil the requirements for this position and what you would bring to it. Mention any relevant previous experience you have had, whether employed or voluntary.** |
| **What are your strengths and how do you take advantage of them?****What are your weaknesses and how do you compensate for these?** |
| **Why do you want to work at Christ the Redeemer and what is it about this opportunity that most excites you? What would you be most hoping for in working for Christ the Redeemer?** |
| **How would a close friend describe you?****And how would a friendly critic?** |

|  |
| --- |
| 1. **OTHER INFORMATION**
 |
| **Do you hold a current UK driving license?*****This is not a requirement of the role*** |  |  Yes **☐** No  **☐** |  |
| **Do you consider yourself to be disabled under the Equality Act 2010?** |  Yes **☐** No  **☐** |
| **If invited for an interview do you require any assistance/adaptations to help you attend?** |  Yes **☐** No  **☐** |
| **If yes, what assistance/adaptations do you require?** |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| **Do you have any criminal convictions?** |  Yes **☐** No  **☐** |
| **If Yes, please give details on a separate sheet. As the job you are applying for involves working with vulnerable adults and children, all cautions, bind overs, pending prosecutions, spent and unspent convictions must be declared.** |

|  |
| --- |
| 1. **REFERENCES**
 |
| *Please give the names and addresses of three people who are willing to provide a reference. One must be from a previous employer, please.* |
| **Referee 1** | **Referee 2** | **Referee 3** |
| **Title (Dr, Mrs etc.) :** | **Title:** | **Title:** |
| **Name:** | **Name:** | **Name:** |
| **Job title/how do they know you:** | **Job title/how do they know you:** | **Job title/how do they know you:** |
| **Organisation:** | **Organisation:** | **Organisation:** |
| **Address:** | **Address:** | **Address:** |
| **Telephone:** | **Telephone:** | **Telephone:** |
| **Email address:** | **Email address:** | **Email address:** |
| **Please state if we can obtain this reference prior to interview:** Yes **☐** No  **☐** | **Please state if we can obtain this reference prior to interview:** Yes **☐** No  **☐** | **Please state if we can obtain this reference prior to interview:** Yes **☐** No  **☐** |

|  |
| --- |
| 1. **DECLARATION**
 |
| I declare that the information I have given in this application for employment form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** The information provided by you on this form as an applicant will be stored either on paper records or a computer system under the Data Protection Act 2018 and the GDPR (2016/679) and will be processed solely in connection with recruitment and monitoring. |

**Christ the Redeemer Church Newmarket Road Cambridge CB5 8RL**

**Tel: 01223 412 834**

 **www.ctrbarnwell.org**