**Application Form**

**for Employment with**

**Hutton Parish**

**Section One**

**Personal information**

|  |  |
| --- | --- |
| Post applied for: | Parish Office Manager |
| How did you hear about this vacancy? |  |
| Candidate Number (for office use only)  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Family name: |  | Title: |  |
| Preferred name: |  |
| Names in full: |  |
| Address: |  | Postcode: |  |
| Telephone: |  |
| Email: |  |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? |  |
| Do you possess a current full driving licence? |  |
| Details of any endorsements |  |
| Do you own a car? |  |

|  |  |
| --- | --- |
| Do you have a disability or any special requirements that we need to be aware of during the recruitment and selection process? If yes, please provide details, including what adjustments you might require. |  |

**Section Two**

**Employment history**

*Please note any other employment you would continue with if you were offered this position.*

*How much notice is required in your current post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*List present and previous appointments in reverse chronological order and continue on a separate sheet if necessary*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From/To (month, year)** | **Name and address of employer** | **Job title and brief description of duties** | **Salary at leaving** | **Reason for leaving** |
| **Current** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Please explain any gaps in employment history (including dates and reasons):** |

**Section Three**

**Education and qualifications**

1. Professional/practical qualifications obtained (e.g. teaching, social work). Membership of professional bodies etc.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Further education (college or university). Please give details of any qualifications and grades obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Name of University/College and details of qualification gained and grades**  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Principal secondary schools

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **School name, and details of qualifications gained and grades** |
|  |  |  |
|  |  |  |

**Section Four**

**Reasons for applying for this post**

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| Please detail here your reasons for applying for this post.  |

**Section Five**

**Supporting Statement**

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| Please detail why you believe you are suitable for the vacancy. * You should include experience obtained in your current and past roles that would be relevant to this post and the particular skills you would bring if appointed.
* Your answer should seek to address the points in the job description and person specification.
* Continue on a separate sheet(s) if necessary.
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**Section Six**

**Interests, Recreations and Voluntary Work**

Please give details of your main interests outside your employment and any positions held

**Section seven**

**Criminal record**

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| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure from the Disclosure & Barring Service. 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. |

**Section Eight**

**References**

|  |
| --- |
| Please provide two referees: - * Referee details should be related to the information you have provided in your application.
* One reference should be from your current or most recent employer.
* The further reference should be a professional contact, for example from your education provider, church, or voluntary work contact.
* Referees must be over 18 and not family members or relatives.
* Please obtain their permission.
* If you have any questions about this section of the form, including about giving details of appropriate referees, please email Lynn Rae, Chair of the Personnel Committee on lynnrae@hotmail.com

*We reserve the right to ask for further information about referees, including asking you to provide details of an additional referee.* *This is a role which may involve unsupervised access to children/vulnerable adults, so we reserve the right to approach any**past employer for a reference.*  |
|  | Reference One  | Reference Two  |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address and postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |
| May we approach your referee prior to interview? | Yes/No  | Yes/No  |

**Section Nine**

**Declaration**

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| --- |
| *Please read this carefully before signing this application*1. 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; Hutton Parish (PCC of All Saints and St Peters Church) the right to terminate any employment contract offered.

 1. I agree that Hutton Parish reserves the right to ask relevant questions about an individual’s health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should Hutton Parish 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 that Hutton Parish receives will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the current data protection legislation.
2. I agree that should I be successful in this application, Hutton Parish 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.
3. I agree to Hutton Parish using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.
4. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment and beyond in line with relevant statutory requirements and policies and procedures. If I am not successful, I understand that Hutton Parish will retain the form for a period of six months and that during this period the Parish may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return this form as a Word or PDF to the Rector, Revd Andy Smith** **andy@huttonparish.com**