[Description: The Church of England](https://www.churchofengland.org/)

**Application Form**

Please complete this form in black ink or electronically, answering all questions in full.

If a paper application, continue on a separate sheet if necessary.

## Part A

## PERSONAL DETAILS

|  |  |
| --- | --- |
| Position applied for | |
| Family Name (BLOCK CAPITALS) | Other Names in Full |
| Marital Status and preferred Title | National Insurance No |
| Permanent Address  Telephone No  Home  Mobile  E-mail address | Temporary Address (if applicable)  Telephone No  Age |
|  |  |

**EDUCATIONAL AND TRAINING DETAILS PART B**

**Secondary and Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Schools attended | from | to | Details of subjects, and examination results |
| University/College (and other Further Education) | from | to | Details of subjects and examination results and qualifications held |
| **Attendance at training courses relevant to your employment** | | | |
| Course title | Organising body | | Date and details |
| **Membership of professional bodies** | | | |
| Body | | | Date of admission |

**EMPLOYMENT DETAILS PART C**

###### Present or most recent employment

|  |  |
| --- | --- |
| Employer’s Name | |
| Employer’s address | |
|  | |
|  | |
|  | Postcode |
| Job Title | Date commenced  Date of leaving (if applicable) |
| Brief description of duties and responsibilities | |
| What is your present or last salary: | What is the earliest you could take up the appointment: |

###### Previous employment - Starting with the most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | From |  | To |  |
| Job Title & Duties | | | | |
| Reason for leaving | | | | |
|  | | | | |
| Employer | From |  | To |  |
| Job Title & Duties | | | | |
| Reason for leaving | | | | |
|  | | | | |
| Employer | From |  | To |  |
| Job Title & Duties | | | | |
| Reason for leaving | | | | |
|  | | | | |
| Employer | From |  | To |  |
| Job Title & Duties | | | | |
| Reason for leaving | | | | |

(continue on separate sheet if required)

**INFORMATION IN SUPPORT OF YOUR APPLICATION PART D**

|  |
| --- |
| Give reasons why you think you would be suitable for this post relating your skills, qualifications, experience and training to the job description |

|  |
| --- |
| Are you a member of the Church of England? YES/NO  If ‘NO’ please state if you belong to any other Christian Church or Religious Body  If ‘YES’ please state your regular place of worship  The Mission, Values and Vision of St John’s Church, Welling can be found at <http://www.stjohnswelling.org.uk/welcome/what-we-believe/> (and in Part F below)  Do you feel able to support these values? YES/NO |
|  |

|  |
| --- |
| Details of voluntary work, or other relevant experiences  Outside interests, hobbies, sports, membership of societies, etc. |
|  |

|  |
| --- |
| Please describe your faith journey and experience |
|  |

**Additional Information**

Please include here anything that you have been unable to include elsewhere that may be relevant to your application and your description of who you are, eg

\* How you feel about your career to date

\* Specific achievements and how they could be applied to our work

\* Any specialised knowledge you consider relevant to your application

\* Any other information to support your application

Please feel free to use an additional sheet if necessary.

**SUPPLEMENTARY INFORMATION PART E**

**Particular Requirements**

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview

Please give any details of any particular arrangements you will need us to make in order for you to attend an interview

Please describe any particular requirements you may need at work, these can be discussed with you at interview

###### Criminal Conviction

Have you ever been convicted of a criminal offence other than

Motoring offences and spent convictions? YES/NO

If yes, please specify on a separate sheet and attach to this form

Do you hold a current driving licence? (This is not a requirement of the job) YES/NO

Are there any restrictions on you taking up employment in the UK? YES/NO

**The successful candidate will be required to produce their passport to verify this statement**

###### REFERENCES

|  |  |  |
| --- | --- | --- |
| Please give the names and addresses of referees who have knowledge of your work and character. These should include at least two employers you have worked for previously (or one employer and a course tutor if you are currently in education), and a current church leader who knows you well. | | |
| Name | Position | |
| Address or email address | | |
|  | | |
|  | Telephone | |
| May we approach your referee without further reference to you? | | Yes/No |
|  | | |
| Name | Position | |
| Address or email address | | |
|  | | |
|  | Telephone | |
| May we approach your referee without further reference to you? | | Yes/No |
|  | | |
| Name | Position | |
| Address | | |
|  | | |

|  |  |  |
| --- | --- | --- |
|  | Telephone | |
| May we approach your referee without further reference to you? | | Yes/No |

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT**

**Signed………………………………………………………. Date……………………….**

Please save the form and email to [pcc@stjohnswelling.org.uk](mailto:pcc@stjohnswelling.org.uk), or

post to The Vicar, St John’s Vicarage, Danson Lane, Welling DA16 2BQ

For all other enquiries, contact The Church Administrator:

E: [office@stjohnswelling.org.uk](mailto:office@stjohnswelling.org.uk) / T: 020 8303 1107

##### GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The purpose of these notes is to provide you with some guidance on completing the application form.

Please **DO NOT**

(a) submit a CV instead of completing this form

(b) enclose additional material with this form, (eg, printed matter), other than additional pages when you run out of space on the form.

The job description and person specification will list the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.

##### GENERAL POINTS

##### Part A – Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

## Part B – Education and Training

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or in your social life.

## Part C – Employment Details

Please include a brief summary of the main duties and responsibilities in your present and in any previous position. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details about the date and what you were doing at this time, (eg, travelling, bringing up a family, studying, unemployed).

## Part D – Information in support of your application

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life, (eg, home, work, leisure interests), that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in this section; and please specify examples of your own responsibilities and achievements, (not those of your section, branch or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You must provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements rather than just saying that you can.

**Part E – Supplementary information**

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work.

We also need you to let us know if you have ay unspent criminal convictions, and also whether you are entitled to work in the UK. For some posts you will be required to obtain DBS Disclosure – if this is the case details will have been given on the advertisement.

Please think carefully about your references. You are asked to give at least two employers. If you are a school or college leaver you should give your head-teacher or college course leader’s details. If you have had a Saturday job you could use those details.

**Part F – Mission, Values and Vision of St John’s Church, Welling**

**Our Mission** Transforming Life Through Jesus Christ

**Our Vision**

A thriving, welcoming, all-age community where all are encouraged to grow in faith, walk close to God and live holy lives, where everyone is enabled to explore and develop the gifts that God has given them, that seeks humbly to serve the whole body of Christ in Welling and Bexley, and that is actively engaged in transforming individual lives, the local area and the wider world.

**Our Values**

Daily depending on God’s grace and forgiveness, we value:

Bible centred teaching

Holy living

Genuine worship

Holy Spirit led ministry

All people matter

Active compassion

Relevant evangelism

All people growing

Prayer underpins our life