

Job Application Form

Part 1

This section of the application form will not go to the panel as part of the shortlisting process.

Position applied for:	
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Your details:

Title			
Full Name			
Preferred Name			
Address			
Postcode			
Mobile		Home:	
Email			

Eligibility to work in the UK:

Are you eligible to work in the UK and provide documentation?	Yes		No	
Are you required to have a work visa?	Yes		No	

Safeguarding:

We believe everyone who participates with HTC activities is responsible for promoting a safe place whether they directly work with adults at risk or children or not.

The job spec will tell you whether this role is eligible for a police check and whether the role involves regulated activity.

If your role does not require a police check, you are not obliged to complete this section so any information you do give will be voluntary.

Have you ever been convicted of a criminal offence which is not a 'spent' conviction under the Rehabilitation of Offenders Act (1974) in the UK?	YES		NO	
If Yes, please provide further details:				

If you would prefer to discuss this question over the phone, please contact the Lead Pastor.

Professional Conduct:

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?	YES		NO	
If Yes, please provide further details on a separate sheet:				

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?	YES		NO	
If Yes, please provide further details on a separate sheet:				

Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Disability

HTC encourages applications from people with disabilities, or those with health problems, who meet the essential criteria and will be given full consideration. Reasonable adjustments will be made available should you be invited to interview.

Do you have a disability under the definition of the Equality Act 2010?	Yes		No	
If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post.				
If you prefer to speak to the Lead Pastor please contact				

Declaration:

I confirm that:

- The information provided in this application is true and correct to the best of my knowledge.
- I understand any false information may disqualify my application.
- I consent to HT Sydenham and Forest Hill processing my data including any “sensitive data” as is necessary to do so during the recruitment and selection process.

Signed: Date:

Part 2

Position applied for:	
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Employment History:

Either please list your full employment history (employments lasting 3 months or more beginning with the most recent, continue on a separate sheet if needed) or provide a full CV.

Date From	Employer	Job Title and summary of duties	Location	Reason for leaving (if applicable)
Date to				

Date From	Employer	Job Title and summary of duties	Location	Reason for leaving
Date to				

Date From	Employer	Job Title and summary of duties	Location	Reason for leaving
Date to				

Date From	Employer	Job Title and summary of duties	Location	Reason for leaving
Date to				

Date From	Employer	Job Title and summary of duties	Location	Reason for leaving
Date to				

Are there any periods of non-employment that you would like to tell us about?

Education and Qualifications:

Please list in chronological order, continue on a separate sheet if needed.

Place of Study	Qualifications Gained	Date

Please give details of any professional bodies you are a member of:

Reason for Applying:

Why do you want to work for HT Sydenham and Forest Hill	Please include in covering Letter
What motivated you to apply for this role?	Please include in covering Letter

Private & Confidential

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Please use this section to tell us how you meet the criteria set out in the job description/person specification. This can include relevant skills, knowledge, past experience, achievements and voluntary activities. You should give as full an answer as possible addressing each of the points in the job description/ person specification.

References:

Offers of employment are offered subject to two satisfactory references. The JD will state what sort of references these should be (i.e. employment/personal or faith). Relatives are not an acceptable reference. We will not contact your references without your permission.

Reference 1

Name	
Relationship to you	
Email address	
Phone number	
Job Title (if employment related)	

Reference 2

Name	
Relationship to you	
Email address	
Phone number	
Job Title (if employment related)	

Please return both parts of this application form to ben@holytrinity.life