



**Director of Music at St Michael's Church, Bishop's Stortford
Job Application**

Please complete this application form electronically and submit it together with a covering email to church@saintmichaelweb.org.uk . If you would value an informal conversation about the post, please contact Rev Derwyn Williams on 01279 899261 or by email at stmichaelsbsvicar@gmail.com

Personal details:

Title	Surname
Forename(s)	
Address	Telephone (Home- daytime)
Postcode	Mobile
Email:	Email:

Availability:

When would you be available to take up this post?

Disability

If you require the Church to make any disability-related adjustments to allow you to take part in the recruitment process, then please could you indicate below, or alternatively call Rev Derwyn Williams to speak in confidence about your personal circumstances.

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Referees:

Please give the names of two referees who have known you in a professional capacity for at least three years, one of whom should be your current employer (if applicable).

Name	Name
Position	Position
In what capacity do you know this person?	In what capacity do you know this person?
Address of Organisation	Address of Organisation
Telephone	Telephone
Email	Email

Education & Training

Based on the key skills set out in the job description, please list education, training, any relevant professional qualifications and membership of professional organisations. Please give details.

School/College etc	Dates	Qualifications

CURRENT EMPLOYMENT/VOLUNTARY ROLES (IF APPLICABLE)

Name and address of employer/organisation(s)	Start Date	Post held and current duties/responsibilities

EMPLOYMENT HISTORY (INCLUDING VOLUNTARY WORK)

Please indicate any relevant employed/voluntary positions you have held prior to your current position/education setting up to 10 years ago (although you may wish to include earlier information if you consider this relevant). Please include the contact name and full address of previous organisations you have worked with.

Name and address of employer/organisation	Start and leave date	Post held and brief description of responsibilities	Reason for leaving

INFORMATION IN SUPPORT OF YOUR APPLICATION

Looking at the Prospectus for this post, please describe, with practical examples and illustrations, how you relate to it. Evidence can be taken from work, volunteering, community, extra-curricular activities etc. Please expand the text box below if you need to. You may wish to submit a general CV alongside your application. **Please ensure you address the specific contents of the Prospectus in this section of the application form.**

You may continue to the next page

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You may add in extra pages here.....

Rehabilitation of Offenders Act

Have you been convicted of an offence (other than one which is regarded as 'spent' by virtue of the Rehabilitation of Offenders Act 1974 as amended?

Yes/ No

If you have answered 'yes' please give details:

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Guidance on these issues can be found at:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note that having a criminal conviction will not necessarily preclude someone from being employed in this post (a copy of the Church's policy statement on the recruitment of ex-offenders is attached as Annex 1).

Safeguarding

You will be required to satisfactorily complete an enhanced DBS and barring list check before taking up this post.

As part of the recruitment process you are also asked to complete and sign a Church of England confidential declaration form which is attached as Annex 2. After completion the form should be emailed, together with this application form, to church@saintmichaelweb.org.uk . This will kept securely in compliance with data protection requirements.

Asylum and Immigration Act 1996

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. In order to comply with the Act, we must ensure that all prospective employees have the right to work in the UK.

Do you require a work permit? **Yes/No**

Data protection

The General Data Protection Regulations 2018 applies to both manual and digital personal files and requires transparency in the use of information and emphasises the need for privacy and access by individuals. We are compliant with these regulations.

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf 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.

Please confirm that you are able to comply with this:

Yes/No

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature

Date

Guidelines for completing the application form Personal Details

Please ensure this information is accurate and clear in order that we may contact you should you be shortlisted.

Referees

The referees you nominate should include your line manager from your current or most recent job (where relevant).

Education and Training

Please list relevant education, training, qualifications and membership of professional organisations.

Employment History

Please list the jobs and relevant voluntary positions you have held in descending order.

Declaration on page 8

Please sign and date the application form to certify that the information you have given us is correct.

Making your application

Please return completed your application by email to: church@saintmichaelweb.org.uk
or post a hard copy to:-

**St. Michael's Church
Windhill
Bishop's Stortford
Herts.
CM23 2ND**

The closing date for applications is midday on 1 November 2021.