

**Families Minister 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 require assistance to complete this form or 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      Postcode  Email:    | Telephone (Home- daytime)      Mobile  Email:  |

Availability:

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| This post is being advertised on either a full time or part time basis. Please indicate how many hours you are applying for: |

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| 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).

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

 **Education & Training**

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

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| **School, college etc** | **Dates** | **Qualifications** |
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# EMPLOYMENT HISTORY (INCLUDING VOLUNTARY WORK)

Starting with your current/most recent appointment, please indicate everything relevant you have done in the last 10 years (although you may wish to include earlier information if you consider this relevant). Please include the contact name and full address of previous organizations you have worked with.

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| Name and address of employer  | Start and leave date  | Post held and brief description of responsibilities  | Reason for leaving  |
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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** Looking at the personal profile, job description and mission statement for this post, please give examples of how you meet the criteria. These can be taken from work, volunteering, community, extra-curricular activities etc. Please expand the text box below if you need to.                                                  |

 **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 can be found on our website).

**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 can downloaded from our website After completion the form should be emailed, together with this application form, to church@saintmichaelweb.org.uk .

 **Equality Act 2010**

It is an occupational requirement that the holder of this post is a practicing Christian, and fully supports the mission of the Church of England.

Are you compliant with this requirement? Yes/No

## 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 computerised 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.

For your security, we would recommend that all document sent to by email are password protected. Once we have received the documents we will keep them securely in compliance with data protection requirements.

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| **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.**

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| Yes/No  |

Please confirm that you are able to comply with this:   |

**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 starting with the most recent.

## Declaration on page 7

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

**The closing date for applications is 12.00 (mid day) on 31st March 2022.**