

Children & Young People's Lay Employee Christchurch Ilkley



APPLICATION FORM FOR AN APPOINTMENT WITHIN A METHODIST AND UNITED REFORMED CHURCH LOCAL ECUMENICAL PARTNERSHIP Christchurch, The Grove, Ilkley, West Yorkshire, LS29 9LW

CONFIDENTIAL

Please return the completed application form by email to: Roland Henney - rphenney@gmail.com	or by post to: Roland Henney 5 Queens Drive Lane Ilkley West Yorkshire LS29 9QS
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This is the non-electronic version for handwritten applications. Please use as much or as little space as required to answer each of the questions. If you fill a section, please insert additional sheets.

An email version can be obtained from rphenney@gmail.com or downloaded from the church website www.christchurchilkley.org.uk

Title	
Name in full	
Address	
Post Code	
Contact Tel Number	
e-mail	

Work Permit

Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom.

Applicants will be asked to provide proof of their employable status before any offer of appointment can be confirmed (for example a passport, NI card or P45).

Are you a UK or EU/EEA Citizen?	Yes or No
If you have answered "No" to the above, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit.	Yes or No
If "No" please indicate the basis on which you are eligible to work in the UK.	

Criminal Record Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974?	Yes or No
If "Yes", please supply further details	

Equal Opportunities

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality, we are required to ask you to complete the enclosed Equality and Diversity Monitoring Form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

Questions

Please read this information carefully before you complete the next part of the form.

The questions are intended to allow you to draw on all your experience including education, employment, voluntary work, family life, church membership or activities, hobbies and interests.

Please use as much or as little space as required to answer each of the questions.

(1) Why are you applying for this job?

(2) What is your current involvement in the life of a Christian church or community?

(3) Tell us something about your Christian faith.

(4) What particular experience, qualities and other attributes would you bring to the post?

(5) What qualifications do you have which are relevant to this post? Please give details – dates, awarding body, grades etc.

(6) Indicate your level of IT skills.

(7) You must have the ability to build rapport with all ages and work effectively with others in a team situation. In the space below describe your personal experience of team-working.

(8) In this role, at times you will work without direct supervision. As a result you will need to demonstrate initiative, self-motivation and be able to prioritize and organize your time effectively. Please give examples of the ways in which you have used these skills.

Employment History

List your previous employers, starting with your most recent. Please account for any gaps in employment.

Dates	Employer details	Position held and reason for leaving

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<p>What period of notice do you have to give in your present job?</p>		
<p>If your application is successful, when would you be able to take up the post?</p>		

References

Please supply the names and addresses of three referees, including your present employer, if you are in employment. One of these should be a personal reference.

Note: References will be sought only if you are offered a position at Christchurch.
(Offers will be subject to references).

Name	
Position	
Tel Number	
Address	
e-mail	

Name	
Position	
Tel Number	
Address	
e-mail	

Name	
Position	
Tel Number	
Address	
e-mail	

You are welcome to give additional information in the space below.

Declaration

I confirm that the information given in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from this employment by the employer.

Signature

Date