**APPLICATION FOR EMPLOYMENT**

This application is private and confidential

**Application for the post of: CHILDREN AND FAMILIES WORKER**

**St Peter’s Halliwell, Bolton**

**Please complete and return to: Rev Alan Saunders, Vicar**

**Completed application forms must be received by 5.00pm on Monday 4th September 2023**

**Email to: office@stpetersparish.info**

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| Personal Details: |  |

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| --- | --- | --- |
| Family Name (BLOCK CAPITALS) | TITLE | Other Names in full |

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| --- | --- |
| Permanent Address: | Phone number (daytime)  Phone number (evening)  email: |

Please give names of three persons to whom reference can be made (Please obtain their permission. Please indicate the relationship / capacity in which they are known to you)

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| --- | --- |
| Name………………………….. Occupation: …………..  Address:…………………………………………………………………………………………………………  …………………………………………………………………………………………………………………..  Relationship…………………… | |
| Name………………………….. Occupation: …………..  Address:…………………………………………………………………………………………………………  …………………………………………………………………………………………………………………..  Relationship…………………… | |
| Present Employer: (May we approach for reference now?):  Name………………………….. Occupation: …………..  Address:…………………………………………………………………………………………………………  …………………………………………………………………………………………………………………..  Relationship…………………… | |
| **EDUCATIONAL AND TRAINING DETAILS** | Part B |

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Schools attended | From | To | Details of subjects and  Examination results |

|  |  |  |  |
| --- | --- | --- | --- |
| University/College  (and other Further Education) | From | To | Details of examination results  and qualifications held |

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| Membership of professional bodies |

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| **EMPLOYMENT DETAILS** | PART C |

### PRESENT AND PREVIOUS APPOINTMENTS

Starting with your present appointment, please state what you have done in the course of your career, *in reverse chronological order*

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| --- | --- | --- | --- | --- | --- |
| Dates | | Name and address of  Employer | Position  Held / Salary | Brief description of  Responsibilities | Reasons for  Leaving |
| From | To |  |  |  |  |

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

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| Describe your present appointment in terms of its responsibilities and relationships. |
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| Give reasons why you think you would be suitable for this post  (Please give evidence and experience of the different points on the person specification) |
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| What period of notice would you be required to give to your present employer? |

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|  | PART D (cont) |

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| Please give details of voluntary work of relevance to this application  (including any offices held in the Church) |

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| **Rehabilitation of Offenders Act**  Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’. However, if this post is declared **exempt** from the above Act, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’.  Have you ever been convicted of a criminal offence  Do you have any criminal charges or summonses pending against you  Having a criminal record will not necessarily bar you from working with us. |

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| **Disabled Applicants**  The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration, do you consider you have a disability?  If you are short listed, please describe any special arrangements which you should like to be made for your interview: |

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| **Absence:**  Please give brief details of any periods of absence (other than authorised holiday absence) lasting more than 7 days in the last 3 years: |

I confirm that the information supplied by me, to the best of my knowledge and belief, is correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed…………………………………. Date………………………...