



Job Application Form

Job Applied for:

Surname:

First Name(s):

Address:

Email:

Contact Telephone Numbers

Please indicate convenient times for us to contact you.
Discretion will be used when contacting you at work.

Home:

Work:

Mobile:

Do you have the right to legally work and live in the UK?

NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes. Please view attached paperwork for further details.

Do you require any special arrangements for interview and/or to help you take up this role?

Rehabilitation of Offenders Act 1974

Do you have any convictions which are not 'spent' within the meaning of the Act?
If so please give full details.

Please detach this page from the rest of the form and do not circulate to selection team.

Name of applicant:

Post applied for:

Education – Professional, Postgraduate, First Degree/Diploma
(delete this section if not appropriate)

Please list all **degrees/diplomas/professional qualifications** etc held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From Month/year	To	Higher Education Institution	Award and Title of Award (HND/Degree/Dipl/Msc/PhD etc) List main subjects below title	Results (expected/awarded)

Education – Prior to Higher Education

Please list all qualifications achieved (other than higher education) **e.g. - GCSEs, A Levels etc. List most recent first** and give all results known whatever the outcome.

From Month/year	To	School/College	Examinations Taken	Results awarded

Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (*) the two most relevant and note what you have achieved.

From - To Month/Year		Employer	Job Title/Responsibilities	Achievements

Membership of Professional Bodies/Institutions (delete this section if not appropriate)

Please give details of any professional bodies, societies or institutions.

Name of Professional Body	
Registration Type (ie full, limited)	
Registration Number	
Renewal Date	

Other Training

Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role.

Personal Interests/Achievements

Use the space below to describe **with dates (year)** any part-time activities. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

Supporting Statement

Explain why you have applied for this job, outlining relevant qualifications and experience as they relate to the **person specification**. Emphasise why you consider yourself to be a strong candidate. Please use a further sheet of paper if necessary.

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References

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that referees may be approached prior to interview .

Name:	Name:
How is the referee known to you?	How is the referee known to you?
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Availability
Please give the date from which you are available for employment

Declaration
1. I acknowledge that an appointment, if offered will be subject to satisfactory references which are acceptable to the United Reformed Church. 2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.
Signed: _____ Date: _____ Name (please print)