**Application Form**

Please complete this form in black ink as a hard copy, or as a Word document.   
Continue on extra sheets where necessary.

1. **Personal Details**

Title:

Surname: Forename(s):

Address: Postcode:

Telephone: Mobile:

Email:

Nationality: National Insurance Number:

*If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.*

Do you require a work permit for employment in the UK? YES / NO

If you already have a work permit, when does it expire?.....................

*Please note that your current work permit might not be valid for this post.*

1. **Education and Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University / Secondary School(s) | Date From | Date To | Examinations Taken  *(e.g. BA English, A-levels)* | Results |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Present / Most Recent Post**

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Position Held | Dates of Employment |
|  |  |  |
| Description of Duties: | | |
| Reason for leaving: | | |

1. **Previous Employment** – please give full outline and include reasons for any gaps if applicable *(continue on a separate sheet if necessary)*

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Position Held | Dates of Employment |
|  |  |  |
| Description of Duties: | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Position Held | Dates of Employment |
|  |  |  |
| Description of Duties: | | |
| Reason for leaving: | | |

1. **Experience & Approach** – please write at least two paragraphs for each question

|  |
| --- |
| Please tell us about your spiritual journey to date, mentioning people, books, places, and events that have played a significant part. |
|  |
| Please tell us how your skills and experience match the job profile of Operations Lead. |
|  |
| Please tell us why you are applying for this role? What would be your hopes for working at St Clement’s? |
|  |
| How would a close friend describe you? How would a (hypothetical) friendly critic describe you? |
|  |
| Please describe the kind of church you would feel most at home in. |
|  |

1. **Other Information**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be disabled under the Equality Act of 2010? | YES | NO |
| If invited for interview, do you require any assistance/adaptions to help you attend? | YES | NO |
| If Yes, what assistance/adaptions do you require? | | |

1. **References**

|  |  |
| --- | --- |
| *Please give the details of two people who are willing to provide a reference. One must be a personal reference, the other a professional. Neither should be a member of the St Clement’s staff team.* | |
| **Referee 1** | **Referee 2** |
| Title (Dr, Mr, etc): | Title (Dr, Mr, etc): |
| Full Name: | Full Name: |
| Job Title: | Job Title: |
| Organisation: | Organisation: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Can we ask for a reference before interview? | Can we ask for a reference before interview? |

1. **Declaration**

I declare that the information I have given in this application for employment form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

**I confirm that I have read the St Clement’s Safeguarding Privacy Agreement via the LOVECHURCH website (https://www.lovechurch.org.uk/privacy-policy-st-clements )**

Signature: ……………………………………….. Date: **…………………**

**Please send completed application form back to Tracey Radvan tracey@lovechurch.org.uk**