

Saint Paul's Hammersmith Application Form

Please legibly complete **all sections** of this form. Try to remain within the designated spaces and only add further detail if essential.

PERSONAL DETAILS

Title: Mr /Mrs/Ms/Other (please state:)	
FIRST Name:	LAST Name:
Mobile No:	Email Address:
Home Address:	
Postcode:	

JOB DETAILS

Position Applied for:			
Permanent OR Temporary?	Full Time	Part Time	Hourly Paid (circle all that apply)
Where did you learn about this job?			
Have you applied for a vacancy at Saint Paul's within the last 2 years?		YES / NO (circle)	
If so, please state the role and date of application:			

PERSONAL STATEMENT (Review the job description, then summarise the relevant experience and skills you can evidence for this role please.)

Why do you wish work for St Paul's Hammersmith?

CHURCH COMMUNITY: Please provide a statement about how you practise your Christian faith on a day-to-day basis (e.g. engagement within a church community etc.).

PERSONAL DETAILS

1. **At you currently working:** YES / NO (circle as appropriate)
If YES, specify your contractual notice period: weeks / months (circle)
2. What is your current salary or previous salary in most recent employed role?
3. Do you have a legal right to work in the UK? YES / NO (circle)
4. **Are there any restrictions to your legal right to work in the UK?** YES / NO
If yes, please give details:
5. **Do you have any unspent criminal convictions?** YES / NO (circle)
If yes, please give details (declaration subject to the rehabilitation of Offenders Act 1974):

SUPPORTING DOCUMENTS

The following key documents **are required** with each application:

1. Current CV:
 - Typed - maximum 3 pages.
 - State start and end date for each role (e.g. March 2017 to May 2018)
 - State dates/reasons for any gaps in the CV timelines.
2. Employment references form with dates (see next page). Please note that you will be notified before any references are contacted.
3. The completed application form with current CV should be emailed (as attachment) to:- jobs@sph.org (preferred method of communication). In the email SUBJECT area please type the job title of the role you are applying for.

Please check all areas of the CV/application form are completed prior to submission. Thank you!

Human Resources, St Paul's Church, Queen Caroline Street, Hammersmith, London W6 9PJ

DATA PROTECTION

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the selection processes of St Paul's Hammersmith. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. All applicant's personal information held by St Paul's Hammersmith is kept strictly confidential. By submitting your personal data and application, you:

1. declare that you have read, understood and accepted the statements set out in this data protection clause;
2. are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
3. are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and
4. are authorising St Paul's Hammersmith to verify, or have verified, on their behalf all statements contained in this application and to make any necessary reference checks.

DECLARATION

- I confirm that to the best of my knowledge, the information I have given is true and correct. I understand that any false or misleading statements may lead to disqualification from the selection process or dismissal if appointed.
- I am aware that any formal offer of employment will be subject to my being legally entitled to live and work in the UK.

Please sign below to confirm that you agree to the above:

Signature:

Date:

Name: (BLOCK CAPITALS)

Reference Form: Please provide the current contact details for references: (a minimum of two referees) to cover the previous five years of employment.

Reference request for (Name of applicant)

Date:

First name: **Last Name:**

Referee first name:

Last name:

Referee job title:

Company/Establishment:

Your connection to referee (e.g. manager):

Dates you worked for this person: From To
(start and end dates e.g. March 2017 – May 2018)

Telephone no:

Email:

Referee address (Inc. postcode):

Referee first name:

Last name:

Referee job title:

Company/Establishment:

Your connection to referee (e.g. manager):

Dates you worked for this person: From To
(start and end dates e.g. March 2017 – May 2018)

Telephone no:

Email:

Referee address (Inc. postcode):