

In accordance with the Church of England Safer Recruitment and People Management Guidance, an application form must be completed for all those applying for an employed position at St John's Church, Beckenham.

This form must be completed in full for your application to be considered. Please complete in type or BLOCK CAPITALS.

For all roles at St John's engaging in regulated activity, a Church of England confidential declaration form (CDF) must also be completed and submitted with the completed application form.

Application for the role/post of:

Personal details

Forename(s):	Surname:
Any previous names by which you have been known:	
Home Address:	Telephone Number:
Postcode:	Email Address:

Education, qualification and training details

Please provide below the details of any education, qualifications, training or certifications that are relevant to the role you are applying for. Where applicable, please also provide details of any additional education, qualifications, training or certifications to support a continuous history in line with the Church of England Safer Recruitment and People Management Guidance.

Name of educational institute (e.g school, college, etc)	Qualification/training course title/subjects	Start date to end date (Month/Year-Month/Year)

Work history

Please provide below the details of your work history including employed or voluntary work, to support a continuous history since you have left school in line with the Church of England Safer Recruitment and People Management Guidance. Start with the most recent/current work &, if needed, continue on an additional sheet.

Company Name		From	DD/MM/YY	To	DD/MM/YY
Position					
Reason for leaving					

Company Name		From	DD/MM/YY	To	DD/MM/YY
Position					
Reason for leaving					

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Position					
Reason for leaving					

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Reason for leaving					

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Position					
Reason for leaving					

Company Name		From	DD/MM/YY	To	DD/MM/YY
Position					
Reason for leaving					

Gaps in history

Please provide below an explanation of any gaps that have not been accounted for to support a continuous history in line with the Church of England Safer Recruitment and People Management Guidance.

Dates (From DD/MM/YYYY to DD/MM/YYYY)	Reason for the gap

References

A minimum of two written reference will be obtained, including a reference from your most recent employer and/or volunteer role. If you have not previously worked or volunteered, a professional reference (e.g from an education setting) and/or personal referees will be requested instead. In accordance with the Church of England Safer Recruitment and People Management Guidance, references must cover a minimum period of two years. Where necessary, additional references may be requested to ensure this requirement is met. All referees must be aged 18 or over and must not be family members or relatives. We reserve the right to contact any current or previous employer, voluntary organisation or educational institute you have attended, using the contact details you have provided, to clarify any anomalies or discrepancies

Most recent or current employed / volunteer reference

Company name

Position

Company address and postcode

Manager name

Company email

Company telephone no.

Professional reference e.g employment / volunteering / educational reference

Company/Institute name

Position/Qualification/training course

Address and postcode

Email address

Telephone no.

If the first two referees would not be able to cover a minimum reference period of two years, whether individually or collectively, please provide further details below of references to cover this period. If a period cannot be confirmed by a professional reference, please provide the details of a character referee who can confirm this period. E.g group/club leaders, mentors, neighbours, or family friends.

Additional reference details (if not required, please leave blank)			
Referee/Company/ Institute name		Referee/Company/ Institute name	
Address and postcode		Address and postcode	
Relationship to referee		Relationship to referee	
Email address		Email address	
Telephone no.		Telephone no.	

Reference declaration and consent (PLEASE READ, TICK AND SIGN FOR CONSENT)

☐ I give consent for St John's Church, Beckenham Parochial Church Council (PCC) to contact the referees listed in the 'References' section as part of the recruitment process. I understand that references may include questions relating to my suitability to work with children, young people and/or vulnerable adults and safeguarding practice if the role I am applying for involves regulated activity with children, young people and/or vulnerable adults. I confirm that I have informed my referees that their details have been provided. I understand that referees may be contacted prior to interview, and any offer of employment will be conditional upon satisfactory written reference checks.

Signed: _____ Name: _____ Date: _____

Church Background
Are you a member of a Christian Church? (Please tick an option) ☐ YES ☐ NO If you have ticked 'Yes', what is the name and address of the church you currently attend as your place of worship? How regularly do you attend? How long have you attended this church for? If you have ticked 'Yes', what, if any, are your current and recent roles in church life? How would you describe your Christian Church tradition?

Vision, purpose and values

The successful applicant will be working for St John's Church, Beckenham PCC which is part of the Church of England. Having read the vision, purpose and foundations of St John's, please explain how you would support these through your work and contribute to the mission and ministry of the PCC.

Please provide a supporting statement outlining your suitability for the role.

Please tell us about how your knowledge, experience, qualifications, training, meet the requirements of the role you are applying for and what skills & attributes you feel you could bring to the role (refer to the job description and person specification where appropriate).

Why do you want to work for St John's Church, Beckenham?

Please explain why you would like to work for St John's Church?

Please use this space to tell us about anything else not covered elsewhere which you feel if relevant.

Additional information <i>(Please tick an option)</i>	
1. Are you legally entitled to work in the UK?	☐ YES ☐ NO
2. Are there any restrictions on you taking up employment in the UK?	☐ YES ☐ NO
3. Do you have a National Insurance Number?	☐ YES ☐ NO
4. Do you have a full driving licence? <i>(Please tick N/A if not applicable to the role)</i>	☐ YES ☐ NO ☐ N/A
If you have ticked 'NO' for any of the questions, please provide comments or relevant details.	

Declaration (PLEASE READ IN DETAIL BEFORE SIGNING THIS FORM)	
I confirm that to the best of my knowledge the information I have provided on this form is true, and correct. I confirm that I have the relevant documents to prove my legal right to work in the UK. I accept that providing deliberately false information could result in my application automatically being rejected or, if employed, could result in the termination of my employment. Suitability to work with children, young people and/or vulnerable adults I understand that safeguarding is everyone's responsibility. To the best of my knowledge, there is no reason why I should be prevented from working with children, young people and/or vulnerable adults or from undertaking regulated activity where this is required for the role. If this changes at any point I understand that it is my responsibility to inform St John's Church, Beckenham PCC immediately. Disclosure & checks (PLEASE TICK FOR CONSENT) I understand that any offer of employment is subject to satisfactory pre-appointment checks, including positive and satisfactory written references as well as completion of a Confidential Declaration form, a signed job description and a satisfactory disclosure from the Disclosure and Barring Service (DBS). I also understand that if I am appointed, I may also be subject to further DBS checks as required. ☐ I consent to St John's Church, Beckenham PCC obtaining the necessary DBS check, including an Enhanced DBS check with the relevant barred list(s), where required for the role. Probationary period and training I understand that if I am appointed there will also be a probationary period and that during this time, I will be required to undertake and pass induction training, safeguarding training and other training as required for my role. Data I understand that any information provided or obtained during the recruitment process will be processed in accordance with the PCC Recruitment Privacy Notice and retained in line with its record retention requirements and applicable data protection legislation. By signing this form, I can confirm that I have read and understood this declaration in full.	
Signed:	Print Name:
	Date: