

APPLICATION FORM

St Stephen's Parochial Church Council



Safeguarding Statement

St Stephen's PCC is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo safeguarding screening appropriate to the post, including:

- Enhanced DBS check with barred list check
- Verification of identity and qualifications
- Two satisfactory references

Post Applied For

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Personal Details

Full Name:			
Address:			
Post Code:			
Telephone:		May we call you at work?	Yes / No
Email:			

Do you have the right to work in the UK?

Yes / No

Employment History

Please provide a full history since leaving school, including employment, education and voluntary work. All gaps must be explained. Please continue on a separate sheet if necessary.

From / To (month & year)	Title & Key Duties	Employer's Name & Address	Capacity (e.g. full or part time, voluntary)	Reason for leaving

Relevant Training and Professional Development	
Dates	Course / Qualification

Professional Memberships

Education & Qualifications		
Dates	Institution	Qualifications and Grades Attained

Supporting Statement

The job description and person specification detail areas of knowledge, experience and skills required for this role. Use this section to demonstrate how you meet these requirements.

Christian Ethos

You will be working for a Parochial Church Council, which is part of the Church of England. Having read our Vision Statement, do you feel able to support the work and values of the PCC?

References

Please give the names and addresses of **at least two referees** who have knowledge of your work and character. These should cover the last 3 years of your employment, where possible, and one **must** be from your **church leader**. References will not be accepted from relatives, or from people writing solely in the capacity of friends.

1.	Name	
	Address	
	Telephone No	
	Email	
	Relationship to Applicant	
	May we approach them without further reference to you?	
2	Name	
	Address	
	Telephone No	
	Email	
	Relationship to Applicant	
	May we approach them without further reference to you?	

3	Name	
	Address	
	Telephone No	
	Email	
	Relationship to Applicant	
	May we approach them without further reference to you?	

Personal Information	
Do you hold a current full driving licence?	Yes / No
Do you have regular use of a vehicle?	Yes / No
National Insurance Number	
How many days absence due to sickness have you taken in the past 12 months?	

Confidential Declaration	
Alongside this application form, please complete the Confidential Declaration Form, which can be found at: https://bit.ly/4xo13Np	
Please confirm that you have completed this form	Yes / No

Declaration	
I confirm that: - The information I have provided is true and complete - I understand that providing false information may result in withdrawal of an offer or dismissal - I consent to safeguarding checks, including DBS and references	
Signed	
Date	
Print Name	

Privacy Statement
We value your privacy. Any personal information you share with us will be handled securely and processed in accordance with UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We will only collect, use and share personal information where we have a lawful basis to do so. Further information is available in our Privacy Notices, which can be found on the Notice Board, at the Welcome Area, or online at www.ststephens.org.uk/privacy

Please return completed application forms to office@ststephens.org.uk