**YOUTH PASTOR APPLICATION FORM**

**CONFIDENTIAL**

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| **PART A - PERSONAL DETAILS** |
| Title (Mr, Mrs, Miss, Ms, etc.): |
| Surname: |
| Forenames: |
| Previous names (if any): |
| Current address: |
| Contact telephone number: |
| Email address: |

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| **PART B - EDUCATION & TRAINING**From GCSE or equivalent to degree level in chronological order |
| **Establishment** | **Qualifications Gained** | **Grade / level, if applicable** |
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| Do you have any other training, qualifications or skills relevant to the post? |

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| **PART C - EMPLOYMENT DETAILS**Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned. |
| **Name & Address** | **Position Held** | **Dates** | **Responsibilities & Reason for Leaving** |
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| Please give details of any time not accounted for elsewhere on this application form. |
| Please give details of voluntary work or other relevant experiences |

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| **PART D - INFORMATION IN SUPPORT OF YOUR APPLICATION****Reasons for applying** - please use this space to demonstrate how your skills and experience relate to the person specification and what you will bring to the role.**Experience** – please give details of your experience and any specialized knowledge which you consider relevant to your application.**Achievements** – Please outline any specific achievements and show how they could be applied to our work |
| **Church Affiliation**Are you a member of the Church of England? Yes/NoIf no, please state if you belong to any other Christian church or religious body:Please state your regular place of worship: |

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| **PART E - SUPPLEMENTARY INFORMATION** |
| Dates you are **not** available for interview:If you are disabled, please give details of any special arrangements you would require to attend interview.If successful when can you start work? (please give earliest start date) |
| Do you have the right to work in the UK? YES / NO The Immigration, Asylum and Nationality Act 2006 requires us to seek proof of your right to work in the UK. **The successful candidate will be required to produce their passport** (GB, EEA or other passport endorsed with a work permit/visa) and other supplementary documents to verify this. |
| Do you have any convictions, cautions or reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NOThe amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.(Declaration subject to the Rehabilitation of Offenders Act 1974)If yes please give details: |
| **References**Please give the details of three referees, one of whom should be your current employer or someone who has knowledge of your work and character. Another should be your current or most recent church leader. None of them should be relatives or contemporaries. |
| **Referee 1**Name | Position & relationship to you |
| Address |
| Phone | Email |
| May we approach this referee without further reference to you? YES/NO |
| **Referee 2**Name | Position & relationship to you |
| Address |
| Phone | Email |
| May we approach this referee without further reference to you? YES/NO |
| **Referee 3**Name | Position & relationship to you |
| Address |
| Phone | Email |
| May we approach this referee without further reference to you? YES/NO |

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT**

**Signed……………………………………………………….**

**Date……………………….**

##### GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The Church’s Privacy Notice is available on request. Personal data that you submit in connection with your application for employment may be held and processed by us in connection with such application.

The purpose of these notes is to provide you with some guidance on completing the application form. Please DO NOT

1. submit a CV instead of completing this form
2. enclose additional material with this form, (eg, printed matter), other than additional pages when you run out of space on the form.

The job description and role specification will list the skills, knowledge, qualifications and experience required. The application form plays an important part in the selection process – both in the shortlisting process and as a basis for the interview itself.

##### GENERAL POINTS

##### Part A – Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

## Part B – Education and Training

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or in your social life.

## Part C – Employment Details

Please include a brief summary of the main duties and responsibilities in your present and in any previous position. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details about the date and what you were doing at this time, (eg, travelling, studying, unemployed etc).

## Part D – Information in support of your application

his is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life, (eg, home, work, leisure interests), that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in this section; and please specify examples of your own responsibilities and achievements, (not those of your section, branch or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You must provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements rather than just saying that you can.

**PART E** **– Supplementary information**

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work.

We also need you to let us know if you have ay unspent criminal convictions, and also whether you are entitled to work in the UK. For some posts you will be required to obtain DBS Disclosure – if this is the case details will have been given on the advertisement.

Please think carefully about your references. You are asked to give at least two employers. If you are a school or college leaver you should give your head-teacher or college course leader’s details. If you have had a Saturday job you could provide those details.