

Job Application Form: Part 1

This section of the application form will not go to the panel as part of the shortlisting process, it will be kept separate by HR. Please use the interactive selection boxes where indicated. You will be sent a voluntary Diversity Monitoring form after submission of your application form.

|  |  |
| --- | --- |
| **Position applied for:** |  |
| Candidate number: (HR to complete) |  |

**Your details:**

|  |  |
| --- | --- |
| Title |  |
| Full Name |  |
| Preferred Name |  |
| AddressPostcode |  |
| Mobile |  | Home: |  |
| Email |  |

**Eligibility to work in the UK:**

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? | [ ]  Yes | [ ]  No |
| Can you provide documentation to support your right to work in the UK? | [ ]  Yes | [ ]  No |
| Would you require a work visa and sponsorship? | [ ]  Yes | [ ]  No |

**Safeguarding:**

Church Army is committed to safeguarding as an integral part of the activity of the charity. We believe everyone who participates with Church Army’s activities is responsible for promoting a safe place whether they directly work with adults at risk or children or not.

The job pack will tell you whether this role is eligible for a police check and whether the role involves regulated activity.

**If your role does not require a police check, you are not obliged to complete this section** - any information you do give will be voluntary.

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence which is not a ‘spent’ conviction under the Rehabilitation of Offenders Act (1974) in the UK? | [ ]  YES | [ ]  NO |
| *If Yes, please provide further details:* |

**If you would prefer to discuss this question over the phone, please contact the HR Team or Safeguarding Team.**

**Disability**

Church Army encourages applications from people with disabilities, or those with health problems, who meet the essential criteria and will be given full consideration. Reasonable adjustments will be made available should you be invited to interview.

|  |  |  |
| --- | --- | --- |
| Do you have a disability under the definition of the Equality Act 2010? | [ ]  YES | [ ]  NO |
| *If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post.*  |

**If you prefer to call HR to discuss this, please feel free.**

**Declaration:**

I confirm that:

* The information provided in this application is true and correct to the best of my knowledge.
* I understand any false knowledge may disqualify my application.
* I have read the Church Army Recruitment Privacy Notice and consent to Church Army processing my data as set out in the notice.
* I consent to Church Army processing my data including any “sensitive data” as is necessary to do so during the recruitment and selection process.

Signed: ………………………………………………………………………………….. Date: …………………….……….

Job Application Form: Part 2

|  |  |
| --- | --- |
| **Position applied for:** |  |
| Candidate number: (HR to complete) |  |

**Employment History:**

Your current or most recent employer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From | Employer | Job Title and summary of duties | Location | Reason for leaving(if applicable) |
|  |  |  |  |  |
| Date to |
|  |

|  |
| --- |
| Please tell us about other jobs you have done and about the skills you used or learned in those jobs: |
| Are there any periods of non-employment that you would like to tell us about? |

**Education and Qualifications:**

|  |
| --- |
| Please give details of your education and training: |
| Please give details of your qualifications: |

**Reason for Applying:**

|  |  |
| --- | --- |
| Why do you want to work for Church Army? |   |
| What motivated you to apply for this role? |  |
| Please tell us about your relevant skills and experience for this role: |  |

**Relevant information:**

|  |  |
| --- | --- |
| How much notice do you need to give? |  |
| When would you be able to commence employment with us? |  |
| Where did you see this post advertised? |  |

**References:**

Offers of employment are offered subject to two satisfactory references. Relatives are not an acceptable reference. We will not contact your references without your permission.

**Reference 1 – Employment-based**

|  |  |
| --- | --- |
| Name |  |
| Relationship to you |  |
| Email address |  |
| Phone number |  |
| Job Title (if employment related) |  |

**Reference 2 – Personal**

|  |  |
| --- | --- |
| Name |  |
| Relationship to you |  |
| Email address |  |
| Phone number |  |
| Job Title (if employment related) |  |

Please return both parts of this application form and your equal opportunities form, if you have chosen to complete it to recruitment@churcharmy.org

Church Army will try to acknowledge receipt of all applications where possible.