

## Job Application Form

**Application for the post of PA to Clergy and Coordinator to Leadership Team**

Please complete and post this form to: [office@emmanuelcroydon.org.uk](mailto:office@emmanuelcroydon.org.uk)

Completed application forms must be returned by: **Thursday 27<sup>th</sup> May at 5pm**

### 1. Where did you hear about this vacancy?

#### 2. Your Details:

**Name :** .....

**Address :** .....

.....

.....

**Email:**.....

**Phone** number (daytime): .....

**Phone number (evening)**.....

**How long have you lived at the above address?** .....

**If less than 12 months your previous address:** .....

.....

.....

**How long there?** .....

**Church you attended** .....

**Name of Minister** .....

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### 3. References

Please provide the names, organisations, job titles, addresses and phone numbers of three referees. At least one must be your current or most recent employer.

Please indicate the capacity in which you know the referees.

	<b>1 Current Employer</b>	<b>2</b>	<b>3</b>
Name			
Organisation			
Position			
Address			
Tel or mobile:			
Email			
How do you know this referee?			
Can we contact them now?	Yes/No	Yes/No	Yes/No

### 4. Education

Dates		Place of study	Qualifications attained
From	To		

### 5. Professional Bodies

please give details of membership of professional bodies (if applicable)

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**6. Employment history**

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date. Add additional rows to the table as required.

Dates		Name and address of employer	Job title and summary of duties	Reason for leaving
From	To			

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## 7. Personal statement

Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant.  
Please check the job description and person specification before completing this section.  
You may use up to two sides of A4 but should not feel obliged to fill the space.

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### **8. Safeguarding**

Emmanuel Church is committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

As part of your application you will be required to apply for an enhanced DBS disclosure.

### **9. Further Information**

#### **Rehabilitation of Offenders Act**

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.

Do you have any unspent convictions?

Yes

No

If you have answered yes, you can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in a separate email. The email should be marked CONFIDENTIAL and state your name and the details of the post.

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**Are you eligible to work in the UK?** Yes/No

**Do you have a current visa or work permit** Yes/No

Give further details of the visa or work permit and the date it expires

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**Disability: Please specify any adjustment that you may require in order to attend interview..**

### **10. Declaration**

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role. I understand that this information is to be processed in accordance with the General Data Protection Regulations, as outlined in the General Privacy Notice of Emmanuel Church, Croydon

Signed : .....

Dated : .....

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