

Employment Application Form



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Please return to:

St Paul's Christian Playgroup
 St Paul's Church Hall
 Chigwell Road
 Woodford Green
 Essex IG8 8BT

and mark your envelope
'Confidential'

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

You should complete all sections in black ink. We will use this form to help us decide your suitability for the post available, so please make sure that it is accurate and that all sections are completed.

Additional or supplementary information can be added at the end of this form. Please make clear reference to the specific answers provided that any additional information relates to.

Position being applied for		Job ref no	
Date available to commence employment			
Where did you see this post advertised?			
SECTION 1 - PERSONAL INFORMATION			
Title	Mr/Mrs/ Miss/Ms/Dr/Other	Forename	Surname
Any previous name(s)		Forename	Surname
Address & Postcode		Telephone No (Daytime)	
		Telephone No (Evenings)	
		Telephone No (Mobile)	
		Email address	
Are you an active member of the congregation of St Paul's Church, Woodford Bridge <i>Please tick as appropriate</i>			Yes No
Are there any reasons, religious or otherwise that would prevent you partaking in Church related activities, Christian based prayers or other matters of faith in relation to any duties undertaken by the Playgroup? <i>If 'Yes' please state below</i>			Yes No
Are you a UK resident (<i>United Kingdom of Great Britain & Northern Ireland</i>) <i>Please tick as appropriate</i>			Yes No
Are you a British Citizen <i>Please tick as appropriate</i>			Yes No
Can you provide evidence of your legal right to work in the UK (eg British passport, working visa/permit etc). If you are invited to an interview, please bring such documentation with you.			Yes No

Are you an active user of social media <i>Please tick as appropriate</i>	Yes, professional use	Yes, personal use	Social media used <i>Facebook, Twitter, Linked In, Other (please state)</i>	No
Do you have a DBS certificate (previously CRB check)				Yes No
Do you hold a full UK driving licence				Yes No
Do you have any unspent motoring convictions <i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i>				Yes No
Are you insured for business use or be willing to do so				Yes No
Do you have, or have you had, any illness or medical condition which may prevent you from attending work regularly in the future <i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i>				Yes No
Number of working days lost in the past two years				

SECTION 2 - EMPLOYMENT HISTORY & INFORMATION

We may ask your past employers to confirm the details you provide in this section

National Insurance Number					
Name of current employer <i>or last employer if you are not currently employed</i>					
Employer's address & contact details					
Position held					
Date employment commenced		How much notice are you required to give		Date left <i>if applicable</i>	
Name and title of your manager					
Brief description of your duties <i>(continue on a separate sheet if necessary)</i>					
Current pay and other benefits					
Reason for leaving					

<p>Have you ever been the subject of disciplinary action by your current employer</p> <p><i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i></p>	Yes	No
<p>Are you the subject of ongoing disciplinary proceedings by your current employer</p> <p><i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i></p>	Yes	No
<p>Have you ever been the subject of any formal disciplinary action by a previous employer or were you the subject of any incomplete disciplinary proceedings at the time you left</p> <p><i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i></p>	Yes	No
<p>Are you, or have you ever been, subject to any sanctions imposed by a professional body</p> <p><i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i></p>	Yes	No

Previous Employment History

Please tell us about any previous paid employment, starting with the most recent. Continue on a separate sheet if necessary.

Employer	Job Title	From	To	Brief description of duties	Reason for leaving

Voluntary or unpaid work

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past. Continue on a separate sheet if necessary.

Employer	Job Title	From	To	Brief description of duties	Reason for leaving

Gaps in employment

Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview. Continue on a separate sheet if necessary.

From	To	Reason

SECTION 3 – QUALIFICATIONS & PROFESSIONAL MEMBERSHIP

You should include details of any equivalent overseas qualifications. List with most recent first. Continue on a separate sheet if necessary.

School/college/university	From	To	Qualifications granted	Level & grade
Professional body	Membership number	Membership status	Commencement date	

SECTION 4 – CRIMINAL CONVICTIONS DISCLOSURE

The rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. However, the post you are applying for is exempt from this Act due to the nature of the work involved. You are therefore not entitled to withhold information about convictions, cautions, reprimands and final warnings, which might otherwise be regarded as spent. Failure to disclose such information could lead to disciplinary action or immediate dismissal.

Do you have any criminal convictions you need to bring to our attention <i>If 'Yes', please provide details in a separate sealed envelope within the main application and marked 'Confidential Disclosure'. This envelope will not be opened unless you are shortlisted for the role following interview. Answering 'Yes' will not necessarily prevent you from being successful.</i>	Yes	No
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SECTION 5 – REFERENCES

Provide details of two referees who are prepared to act for you. Your first referee should be your current manager (or last manager if you are not currently working or volunteering). If you have just left education please give details of your course tutor. References from family members will not be accepted.

Details required	First Referee		Second Referee	
Name				
Relationship to applicant				
May we contact prior to interview	Yes	No	Yes	No
Position held by referee				
Organisation				
Address & postcode				
Telephone				
Email address				

SECTION 6 – YOUR OPPORTUNITY TO TELL US WHY WE SHOULD CONSIDER YOUR APPLICATION

SECTION 7 – DISABILITY ACCESS

Do you have any access requirements that we need to be aware of if you are invited to interview or are subsequently offered the position?

If 'Yes' please state below

Yes

No

SECTION 8 – ADDITIONAL INFORMATION

SECTION 9 - DECLARATION

By signing this declaration you are agreeing with the statements below, which may be referred to in the future:

- I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld or distorted any relevant information
- I have not attempted to influence an employee of St Paul's Christian Playgroup in connection with this application
- I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, with any offer of employment (whether paid or unpaid) being terminated.
- I give consent for St Paul's Christian Playgroup to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998.
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Name	
Signature	
Date	

Return your completed application form to:

St Paul's Christian Playgroup

St Paul's Church Hall
Chigwell Road
Woodford Green
Essex IG8 8BT

marked '**Confidential**'.

Ensure any additional information that you wish to be disclosed ONLY if shortlisted (as highlighted above) be provided in a separate envelope within the main application, and marked '**Confidential Disclosure**'.

Late applications will not normally be accepted. Please allow sufficient postal time.