# APPLICATION FOR EMPLOYMENT CONFIDENTIAL

Please type or write in black.

Position applied for:

# Personal Details

|  |  |
| --- | --- |
| Title: |  |
| All forenames in full: |  |
| Surname in full: |  |
| Normally known as: |  |
| Previous surname(s) if applicable: |  |
| Address: |  |
| Town/City: |  |
| County: |  |
| Postcode: |  |
| Email: |  |
| Home tel: |  |
| Mobile tel: |  |

Your Church:

I declare my personal faith in Jesus Christ and acknowledge him as Lord. I accept the Basis of Faith set out below.

*I believe in:*

* *God as Creator of all and the Father of all who believe in the Lord Jesus Christ.*
* *The Lord Jesus Christ as the only begotten Son of God, Redeemer of the world, and the One Mediator, through faith in whom alone we obtain forgiveness of sins.*
* *God the Holy Spirit.*
* *The fact of sin, and the necessity for the atonement.*
* *The incarnation, death, resurrection, ascension and coming again of the Lord Jesus Christ.*
* *The whole Bible as the inspired Word of God.*

Why are you interested in applying for this post?

Please outline below how your skills / knowledge / experience would help you to fulfil the role.

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

# Education and Training

|  |  |  |
| --- | --- | --- |
| Establishment | Dates | Examinations passed/ grades |
| Secondary Education |  |  |
| Further Education |  |  |
| Training relevant to this application (if any) |  |  |

|  |  |  |
| --- | --- | --- |
| **Current / most recent employer** | | |
| Employer's Name and address | Job Title |  |
|  | Date Commenced |  |
| Date Finished (if applicable) |  |
| Reason for leaving |  |
| Please describe the duties and responsibilities of your present/ last job. | | |

|  |  |
| --- | --- |
| How many days sickness absence have you had in the past 12 months? | What length of notice period do you need to give your current employer? |
|  |  |

Do you hold a current, valid driving licence? Yes  No 

Please give details of previous jobs you have held, including part-time and unpaid work.

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From: To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From: To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From: To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From: To: |

# References

Please give the names and addresses of two people who know you well and would be willing to provide a reference. One should be your current church leader.

|  |  |  |
| --- | --- | --- |
|  | **Church Leader** | **Christian Friend**  (who has known you at least 2 years) |
| Name |  |  |
| Address |  |  |
|  |  |
|  |  |
| Phone |  |  |
| Email address |  |  |
| May we approach your referee now? | Yes No | Yes No |

If you answer “no” we will make no approach without seeking your specific permission.

|  |  |
| --- | --- |
| **Employer’s Reference** | |
| Name |  |
| Organisation/ Company |  |
| Address |  |
|  |
|  |
| Work Phone |  |
| Email address |  |
| May we approach your referee immediately? | Yes No |

If you answer “no” we will not approach your employer until a formal offer of employment has been made.

# DECLARATIONS

**Rehabilitation of Offenders Act 1974 (exception) Order 1975**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, ‘binds- overs’ or any criminal convictions that include any that would otherwise be considered ‘spent’ under the Act.

The 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 at the Disclosure and Barring Service website.

SparkFish is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that an enhanced DBS check will be required for any position with access to these individuals or sensitive information.

Have you ever been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted?

YES / NO

Has anyone that lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006?

YES / NO

Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children?

YES / NO

Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan

YES / NO

Have you received training in safeguarding children / young people? YES / NO If yes, please give details:

* I confirm that the information contained in this application form is correct and complete.
* I agree to a Disclosure and Barring Service check being carried out if applicable.
* I confirm my acceptance of the Basis of Faith on page 1
* I agree to abide by the aims, values and policies of SparkFish.

*(If it is discovered that you have given any information, which you know to be false, or withhold any relevant information, your application may be rejected or any subsequent employment terminated).*

Signed Date

*The information on this form will be used for recruitment, selection and statistical purposes only. If your application is successful, it will form part of your employment record.*