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**APPLICATION FORM**

**Please note:**

Application forms are confidential. We will keep application forms from unsuccessful applicants for six months and, unless you ask us not to, we may contact you about other vacancies.

Application for the post of: ………………………………………..

**Your Details**

Title………….Last Name …………………………………First Name(s)……………..……………………

Address (including post code) ……………………………………………………………………

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……………………………………………………………………

Telephone numbers Work ……………………………………………………………………

Home ……………………………………………………………………

Mobile ……………………………………………………………………

Email address ……………………………………………………………………

Your preferred method of contact ……………………………………………………………………

National Insurance Number …………………………………………………………………….....................

Have you the right to work in the UK? Yes No

Do you have a close personal relationship with any member of staff at KingsGate?

Yes No

If yes, please provide name and position ...........................................................................................

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| --- | --- | --- | --- | --- |
| **SECONDARY EDUCATION** | | | | |
|  | | | | |
| School(s) attended | Qualifications achieved | | Level / Grades | |
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| **FURTHER OR HIGHER EDUCATION** | | | | |
| Place of Education | Qualifications achieved | | Level / Grades | |
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| **OTHER TRAINING** (e.g. Management, In-Service Professional, etc) | | | |  |
| College/Institute/other name | Subjects studied | | Qualifications/level achieved | |
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**MEMBER OF PROFESSIONAL BODY**

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| --- | --- | --- | --- |
| Professional Body | Status of  Membership | Membership by exam?  Yes/No | Date acquired |
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**EMPLOYMENT HISTORY**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Appointments in reverse order (**Dates should indicate month and year**) | | | | | | | | | | |
| **1. Present (or last) Employer** | | | | Dates of Employment | | | Job Title | | Gross Salary | |
|  | | | |  | | |  | |  | |
| Main duties | | | | | | | | | | |
| Full-time |  | Part-time |  | | Period of notice required | | | | |  |
| Reason for leaving | | | | | | | | | | |
| **2. Previous Employer** | | | | | Dates of Employment | | | Job Title | | Gross Salary |
|  | | | | |  | | |  | |  |
| Main duties | | | | | | | | | | |
| Full-time |  | Part-time |  | | |  | | | | |
| **Employer** | | | | | Dates of Employment | | | Job Title | | Reason for Leaving |
| **3.** | | | | |  | | |  | |  |
| **4.** | | | | |  | | |  | |  |
| **5.** | | | | |  | | |  | |  |
| **6.** | | | | |  | | |  | |  |

**Applicant’s Statement**

Please tell us how well you match the person specification using any relevant experience gained from your current or previous employment, as well as drawing on any skills from community, voluntary work or leisure interests.

**Please make sure that you address all of the points mentioned in the person specification. Try and work through each point logically detailing how you meet the specified criteria. Failure to do so may result in you not being invited for interview. No assumptions will be made so if you don’t tell us, we won’t know. NOTE: CV’s not accepted.**

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**Please continue overleaf if necessary**

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| **Criminal convictions**  Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation  of Offenders Act 1974?  Yes No If yes, please provide details, and if necessary continue on separate sheet.  ………………………………………………………………………………………………………………………  If applying for a position which involves working with children or vulnerable adults ALL convictions/  cautions must be declared (regardless of whether deemed as spent). If yes, please provide details;  if necessary continue on separate sheet.  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………....  Failure to declare convictions / cautions may result in cancellation of any job offer. All such information  will be treated in the strictest confidence and only taken into consideration if strictly relevant.  **Referees**  We require two written references, one of which must be from your current or most recent employer.  If this reference covers a period of less than 2 years, a further reference, from the employer prior to  your current or most recent employer will be required.    If you are a student, school leaver, returning parent or currently unemployed, please provide us with  contact details of two character referees (not relatives). For students and school leavers, one of  these referees must be from your school, college or university.  Please tick here if you are happy for us to take up references prior to interview, if you are  shortlisted. Otherwise we will only contact your referees if you are offered a post.  Please note that if you are applying for a position whose duties involve working with children and  vulnerable adults, the organisation will seek to take up references prior to interview. If you strongly  object to us doing this please indicate by placing a tick in this box.    **Reference 1**  Name………………………………………………………………………………………………………............  Telephone number……………………………………………………………………………………….............  Address………………………………………………………………….…………………………………...........  ……………………………………………………………………………………………………………..........  How is this person known to you?.............................................................................................................  Email ………………………………………..  **Reference 2**  Name………………………………………………………………………………………………………............  Telephone number……………………………………………………………………………………….............  Address……………………………………………………………………………………………………............  ………………………………………………………………………………………………………………..........  How is this person known to you?.............................................................................................................  Email ………………………………………… |

Do you have a car available for work? Yes No

Do you hold a current driving licence? Yes No

Details of driving licences held   
(For example, provisional, full or H.G.V.) ……………………………………………………………………

Details of any previous motoring offences …………………………………………………………………

**APPLICANT’S DECLARATION**

**For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of KingsGate relating to the subject matter of this form, being processed by them in administering the recruitment process.**

**I declare that all the information on this form is true and correct. I understand that any false statement or omission will normally lead to my dismissal if appointed to this post.**

**Signature.................................................................................................................................................**

**Date..........................................................................................................................................................**

**NOTE: All candidates applying for employment by email will be required to sign and date this form if invited to attend an interview.**

Please email your completed application form to: **hradministrator@kingsgate.church**

**You may also post your application to:**

**HR Administrator,**

**KingsGate Community Church,**

**2 Staplee Way,**

**Parnwell,**

**Peterborough**

**PE1 4YT.**

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| --- | --- | --- |
| **For office use**  Invite for interview ……………  Reference 1 ……………  Reference 2 ……………  Regret …………… | Interview Venue …………..  Date …………..  Time …………..  Offer –  Commencing date …….…….  Commencing salary ………….. | Invite for interview  Yes No |