

## Community Work Manager - APPLICATION FORM

Please ensure that you fill in all parts of the application form. PLEASE COMPLETE USING BLACK INK OR TYPE

Please do not submit a CV in place of a completed application form. CVs may be submitted as an accompanying document. Completed applications should be sent to: [office@stokepogeschurch.org](mailto:office@stokepogeschurch.org)

### Section 1 - Personal Information

|  |  |
|--|--|
| <b>Surname:</b>                            | <b>Forenames:</b>  |
| <b>Title:</b> Revd/Mr/Mrs/Miss/Ms/Dr/Other |  |
| <b>Address:</b>                            |  |
| <b>Postcode:</b>                           |  |
| <b>Contact Details:</b>                    | <b>Home:</b><br><b>Work (if convenient):</b><br><b>Mobile:</b><br><b>E-mail:</b> |
| <b>National Insurance number:</b>          |  |

## Section 2 - Education/Continuing Professional Development

Please give details of your education and continuing professional development that is relevant to this role. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested.

| Institution                  | From | To | Examinations passed / qualifications gained |
|------------------------------|------|----|---|
| <b>University or College</b> |      |    |   |
| <b>Schools</b>               |      |    |   |

### CONTINUING PROFESSIONAL DEVELOPMENT

Give details of the most recent, relevant courses attended and indicate any awards earned.

| Subject | Provider | Duration | Dates |
|---------|----------|----------|-------|
|         |          |          |       |

## Section 3 - Employment History

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. (Please continue on a separate sheet in necessary.)

| Employer's name and address | From | To | Job title and summary of main duties | Salary | Reasons for leaving |
|-----------------------------|------|----|--------------------------------------|--------|---------------------|
|                             |      |    |                                      |        |                     |
|                             |      |    |                                      |        |                     |
|                             |      |    |                                      |        |                     |
|                             |      |    |                                      |        |                     |

## Section 4 - Reasons for applying for this post

Please use the space below to write in support of your application. (You may use an extra sheet if this enables you to set your thoughts out more clearly.)

You should include your reasons for applying, as well as a summary of how you see the work, experience and skill set/personal qualities you have as being particularly relevant to the responsibilities in this post, as set out in the job description and person specification you have received.

In addition, if you consider them relevant to the post, you may wish to give details of leisure pursuits (including membership and/or offices held in the Church of England or other religious organisation), and details of any voluntary work you undertake.

## Section 5 - References

We shall require a reference from your present or most recent employer. Please note that, any appointment we make will be conditional upon receipt of a satisfactory reference from your present employer.

| 1 <sup>st</sup> Referee (current employer) | 2 <sup>nd</sup> Referee                   |
|--|---|
| Name: _____                                | Name: _____                               |
| Position: _____                            | Position: _____                           |
| Address: _____                             | Address: _____                            |
| Tel: _____                                 | Tel: _____                                |
| E-mail: _____                              | E-mail: _____                             |
| In what capacity does the above know you?  | In what capacity does the above know you? |
| <b>Contact referee now? Yes / No</b>       |   |

## Section 6 - Additional Information

|  |        |
|--|--------|
| <p>1. Are you free to remain and work in the UK with no current immigration restrictions?<br/>           You will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview. For examples of acceptable documents please see <a href="http://www.ukba.homeoffice.gov.uk">www.ukba.homeoffice.gov.uk</a></p> | Yes/No |
| <p>2. Under the Working Time Directive, you should not work more than 48 hours a week.<br/>           Do you plan to undertake work for other employers, which would cause a breach of these regulations?<br/><br/>           If <b>YES</b>, please give details:</p>  | Yes/No |
| <p>3. Do you hold a full clean driving licence valid in the UK?</p>  | Yes/No |
| <p>4. Are you able to travel to different locations across the Diocese?</p>  | Yes/No |
| <p>5. Are you a relative or partner of any employee of Oxford Diocesan Board of Education?<br/><br/>           If <b>YES</b>, please state name of person and relationship:</p>  | Yes/No |
| <p>6. If you are offered the position, when can you start OR how much notice must you serve with your current employer?</p>  |        |

## Section 7 - Declaration

I agree that any offer of employment with Stoke Poges Church is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the Data Protection Act 2018, it is agreed that Stoke Poges Church may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 2018. Stoke Poges Church is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 2018.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

**Signed:**

**Date:**