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| **Position applied for:** |  |

1. **Personal Details:**

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| Name: | Title: | First names:  Known as: |  | Surname: |  |
| Former names:(both first & surnames) |  |  |  |  |  |
| Address \*: |  |  |  |  |  |
| Town |  |  | Post Code: |  |  |
| Tel : Home |  |  | Mobile: |  |  |
| Email: |  |  |  |  |  |

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| **How would you prefer to be contacted?** |  |

\*If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

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1. **Employment history:**  starting with current or most recent.

(please use separate piece of paper if required)

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| --- | --- | --- | --- | --- |
| Employers name, address & nature of business | Job title & brief description of duties undertaken | From | To | Reason for leaving |
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| \*\***NB:** If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in the form must provide a complete chronology from the age of 16: please ensure there are no gaps in the history of your employment and other experience/training. |

1. **Education and Training**

Please give details of any qualification you have obtained in this country or abroad, in chronological order starting with the most recent. Please include any post-graduate or professional/vocational qualifications.

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| --- | --- | --- | --- | --- |
| Establishment Attended  (Full name and address) | Full or part time | Qualification, date award made and awarding body. | Dates attended  Include month/year | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **General experience and further information/Letter of application**

Please provide a statement, no longer than two sides of A4 telling us how your experience, skills, training and/or qualifications in either paid or voluntary work, or through study, meet the selection criteria for this post. Short listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job description and person specification for this post.

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| Do you hold a current driving licence? | **Yes** | **No** |
| Do you have daily access to a car? | **Yes** | **No** |

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| General Interests/leisure/other skills |
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| --- | --- | --- |
| Are you prepared to undertake relevant training? | **YES** | **NO** |

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| How long have you been a Christian?  Briefly describe how you became a Christian and your **current** involvement in church. |
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| We want to ensure that we make any reasonable adjustments in connection with your potential employment. Any disclosure is **entirely voluntary**. |
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1. **References**

Please nominate **two** and up to three referees who are able to describe your suitability for this post. One of these should be your present or most recent employer, unless you have not worked before. The other should be your church leader or someone who has pastoral responsibility for you, who has known you for at least two years.

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|  | **Referee 1** | **Referee 2** | **Referee 3** |
| **Name** |  |  |  |
| **Address** |  |  |  |
| **Post Code** |  |  |  |
| **Telephone** |  |  |  |
| **Email** |  |  |  |
| **How is this person known to you?** |  |  |  |

1. **Describe, in your own words, some of the procedures that need to be in place to protect children and young people:**

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1. **Rehabilitation of Offenders Act 1974**

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| --- | --- | --- |
| Have you ever been convicted or cautioned with respect to a criminal offence? | **Yes\*** | **No** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the  Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975.  This means that you are **not** entitled to withhold information about convictions which for other purposes are ‘spent’ under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. This position involves substantial access to children and young people and therefore a system of checking police records for possible criminal background will be implemented.    **\***If your answer is **‘Yes’** please give full details, using a separate sheet of paper, detailing any cautions or bind-overs, pending criminal convictions, any criminal actions or court hearings against you and enclose with this form in a sealed envelope marked confidential. | | |

**Declaration:**

I understand that in undertaking work with BFPC and The Bridge I will have access to confidential information regarding clients of the charity. I agree to comply with the charity’s policies and further understand that I will not disclose confidential information to any outside individual or agency without authority from the Director.

I confirm that the information given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made.

Signed……………………..……………………………………….. Date: …………………………….