HOLY TRINITY HASTINGS

Application form for employment

Please complete this form in full supplemented by additional sheets if necessary.

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 2018.

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you see this job advertised? |  |

# Personal details

|  |  |  |
| --- | --- | --- |
| Surname: | Title: | First names: (for official purposes) |
|  |  |  |
| Current Address: | | Preferred Name: (name you wish to be known as) |
| Postcode: | |  |
| E-mail address: |
|  |
| Contact telephone number: | |  |
|  | |  |
| Do you require permission to work in the UK? \* YES / NO \* Delete as appropriate  If yes, please give details: | | |

# Current / Most Recent Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Name of current / most recent employer: | | | |
| Start Date: End Date: | | | |
| Title and description of your current / most recent role and key responsibilities: | | | |
|  | | | |
| Current / Final Salary: |  | | |
| What is your notice period? | | |  |
| Reason for wishing to leave: | |  | |

# Previous Employment

# Please list your employment history, including an explanation of any breaks in employment to cover, at a minimum, the last 10 years. (Add rows or continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | End Date | Job Title and Key responsibilities | Name of Employer | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Education and Qualifications (Add rows or continue on a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| Place of Study | Subject/Qualifications and Grades | Year obtained |
|  |  |  |

# Ongoing professional development or training

|  |  |  |  |
| --- | --- | --- | --- |
| Course title | Training provider | Duration | Year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Professional Membership/Registration

|  |  |  |  |
| --- | --- | --- | --- |
| Issuing Body | Registration Number | Date Gained | Expiry/renewal Date |
|  |  |  |  |

# Faith journey

|  |
| --- |
| This role has a genuine occupational requirement for the post holder to be a Christian. Please provide an overview of your personal faith journey, demonstrating a mature, personal faith in, and relationship with, God as Father, Son and Holy Spirit, and explain how you are committed to your own spiritual growth (i.e. praying, serving, giving, and sharing faith).  You may add one extra page if necessary. |
|  |

# Supporting Information

|  |
| --- |
| Please assess yourself against the Job Description, giving examples of how you meet the defined criteria. Ensure you are concise and to the point. You may continue on to one extra page if necessary. |
|  |

# Referees

Please give the names and addresses of a minimum of 2 referees. One of these should be your most recent or current line manager and one must be a character reference from someone who has known you for more than 3 years. (Please note that we cannot accept references from family members).

Can we contact these references prior to interview: \* YES / NO \*Delete as appropriate

|  |  |  |
| --- | --- | --- |
| Name, Role and Organisation | Relationship (e.g. current line manager, personal friend) | Email Address |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

# Interview Requirements

|  |
| --- |
| Please give below any further information that is relevant to your interview, for example, periods of time when you would be unavailable for interview; any reasonable adjustments necessary for your interview. |
|  |

**DECLARATIONS**

# Rehabilitation of Offenders Act 1974

The nature of the work for which you are applying may involve working with vulnerable adults or children, therefore the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the circumstances and background of your offence.

Do you have any unspent convictions as outlined in the Rehabilitation of Offenders Act 1974?

\*YES / NO \*Delete as appropriate

Do you have any unspent cautions, reprimands, or final warnings?

\*YES / NO \*Delete as appropriate

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that Holy Trinity Hastings is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, they can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

**Signed……………………………………………………… Date ……..**

For applications by e-mail please type your name above and submit from a personal e-mail account.

**PLEASE RETURN THIS FORM to** [**hello@hthchurch.org**](mailto:hello@hthchurch.org)