



**APPLICATION FOR EMPLOYMENT**

The information on this form will be treated as strictly private and confidential.

To be completed in **CAPITALS IN BLACK INK** or **TYPED**.

Once completed your form should be returned to: **Rev'd. James Hutchings, Holy Trinity Church, 2 Rolle Road, Exmouth, EX8 2AB**

Position applied for:
-----------------------

**Personal Details**

Surname	Preferred Title	
First Names		
Address	Telephone <i>Tick preferred number to contact you</i>	
	Daytime	
	Evening	
Postcode	Mobile	
Email		

*Please tick*

Do you hold a current, valid driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what type	Full	<input type="checkbox"/>	Provisional	<input type="checkbox"/>
If yes, do you have any current endorsements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, please give details of any current endorsements:

--

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?

Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-------------------------------------	-----	--------------------------	----	--------------------------

## **Christian Life and Experience**

Briefly describe the beginning and growth of your faith in Jesus Christ.

Please give details of your current Church.

What involvement/ responsibilities do you have in your Church or other Christian groups?

How are you seeking to live out your Christian faith at home, work, Church and in your social life?

Do you have any previous links with the Diocese of Exeter?

**Education and Training** (please continue on a separate sheet if necessary).

Establishment	Dates	Examinations passed/ grades
Secondary Education		
Further Education		
Training relevant to this application (if any)		
Current membership of any professional/ technical organisations (if applicable)		

**Employment Record** (please continue on a separate sheet if necessary).

<b>Current / most recent employer</b>		
Employer's Name and address	Job Title	
	Date Commenced	
	Final Gross Salary	
	Notice Required	
	Reason for leaving	

Please describe the duties and responsibilities of your present/ last job. Indicate to whom you are/ were responsible and those responsible to you.

Please give details of all jobs held, including part-time and unpaid work. (Please continue on a separate sheet if necessary).

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: _____

Why are you interested in applying for this post? (Please continue on a separate sheet if necessary).

**Relevant skills/ knowledge/ experience**

Please outline below how your skills/ knowledge/ experience meet the requirements of the 'Person Specification'. You may draw on past employment and/ or out of work activities. (Please continue on a separate sheet if necessary).

**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.

	<b>Church Leader</b>	<b>Christian Friend</b> (who has known you at least 2 years or since your conversion experience)
Name		
Address		
Phone		
Email address		
May we approach your referee now?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

<b>Employer’s Reference</b>	
Name	
Organisation / Company	
Address	
Work Phone	
Email Address	
May we approach immediately?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

**Declaration**

- I confirm that the information contained in this application is correct and complete.

*(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. Please sign that you are in agreement with this.*

Signed \_\_\_\_\_ Date \_\_\_\_\_