Please return your completed form by 18th October 2022 to:

Berkswich Vicarage, 97 Baswich Lane, Stafford ST17 0BN and mark for the attention of Chris Bowen (Church Warden) or electronically to wardenchris@berkswich.org.uk

*(Please complete this application form electronically or in black ink)*

PART A: PERSONAL INFORMATION

|  |  |
| --- | --- |
| Post applied for: | **Parish Administrator, Berkswich Parish** |
| Form Ref:(office use) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Family name (block capitals): |  | Title: |  |
| Preferred name: |  | | |
| Names in full (block capitals): |  | | |
| Address: |  | | |
| Phone (to contact you): |  | | |
| Email: |  | | |
| Are you eligible for work in the UK? |  | | |

PART B: EDUCATION & TRAINING

*Based on the job description, list your education, training, any relevant professional qualifications and membership of professional organisations. Please give dates.*

PART C: EMPLOYMENT HISTORY

*Starting with your current/most recent appointment, indicate what you have done in the last 10 years, please include the contact name and full address of previous employers.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Start and leave date | Post held and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

PART D: INFORMATION IN SUPPORT OF YOUR APPLICATION

*Looking at the job description and person specification, please demonstrate how you meet the criteria outlined. Examples can be taken from work, volunteering, community, extra-curricular activities etc.*

Please continue on another sheet if necessary

PART E: REFEREES

*Please provide details of three referees, including your present or most recent employer. If you are a member of a Church, we would usually expect you to include a reference from your congregational / Church leader or equivalent.*

Current/most recent employer/academic (please indicate)

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Job title: |  | |
| Phone: |  | |
| Email: |  | |
| Address: |  | |
| May we contact your current /most recent employer if short-listed for interview? | |  |
| If applicable, what is the period of notice you require in your current job? | |  |

Previous employer/another manager/academic (please indicate)

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Phone: |  |
| Email: |  |
| Address: |  |
| Name: |  |
| Job title: |  |
| Phone: |  |
| Email: |  |
| Address: |  |

*Clergy, ordinands and employed lay people who have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees of the national church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.*

|  |
| --- |
| Yes/No |

*Please confirm that you are able to comply with this:*

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

STRICTLY CONFIDENTIAL

PART F: ADDITIONAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post applied for: |  | | | |
| Family name (block capitals): | |  | Title: |  |
| Names in full (block capitals): | |  | | |

Disclosure of conviction(s)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

EQUAL OPPORTUNITIES MONITORING FORM

*Berkswich PCC wholeheartedly supports the principle of equality of opportunity in employment and believe in the benefits of a workforce drawn from a wide cross-section of the community.*

*You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.*

*Please put an X in the relevant box.*

GenderFemale Male Undeclared

Date of birth:

For example, 31 03 1980. If you prefer not to say, continue without entering any information.

Ethnicity

ASIAN:

Asian British Bangladeshi Indian Pakistani Asian Other

BLACK:

African Black British Caribbean Other

MIXED:

White/Asian White/Black African White/Black Caribbean Other

WHITE:

British Chinese Irish Other

Marital Status

Please indicate which of the following best describes your marital status.

Single Married

Separated Divorced

Widowed Undeclared

Civil Partnership

Where did you see this vacancy advertised?

Church press Other daily newspaper\*

Other\* Website\*

\*Please specify

Date form completed

Disability – Equality Act 2010

Please outline any reasonable adjustments you may need if invited to attend an interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |