

**Application Form**

Dorking and Horsham Circuit  
Leatherhead Methodist and Christ Church (UR)

**Full time Children and Youth Worker Application Form**

Please return the form to

Mrs Carol Stoves, Church Administrator, 68 Windfield, Leatherhead, Surrey, KT22 8AY or email to leatherheadmc@gmail.com by July 8th 2018.

1. PERSONAL DETAILS	
This will be held by the church, circuit or district before circulating the application form for shortlisting.	
<b>Title:</b>	
<b>Surname:</b> (Block letters)	
<b>First names:</b>	
<b>Address:</b> (Block letters)	
<b>Post Code:</b>	
<b>Telephone number:</b>	Home: <input type="text"/>
	Daytime: <input type="text"/>
	Mobile: <input type="text"/>
<b>E-mail address:</b>	<input type="text"/>

## INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

**2. EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.

<b>Name and Address of Employer</b>	<b>Position Held</b>	<b>From To Month/Year</b>	<b>Reason for Leaving</b>

**3. Why are you applying for this job?**

**4. What particular proven abilities, qualities and other attributes would you bring to the post?**

**5. How do you think you would do the job?**

**6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.**

**7. Additional Information**

You are welcome to give additional information, which may be written, in the space below.

**8. REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

**1.**

**Name:**

**Position:**

**Organisation Name and Address:**

**Email:**

**Telephone:**

**2.**

**Name:**

**Position:**

**Organisation Name and Address:**

**Email:**

**Telephone:**

**3.**

**Name:**

**Position:**

**Organisation Name and Address:**

**Email:**

**Telephone:**

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

**9. DISCLOSURE OF CONVICTIONS**

You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. You are required to disclose all convictions, including those that are 'spent'.

Have you been convicted of a criminal offence that is not 'spent'? Yes / No  
If yes, please give details of the dates, offences and sentences passed.

Please note that a full 'enhanced disclosure' will be applied for from the Disclosure and Baring Service for the successful applicant and appointment to the post will be dependent upon a satisfactory clearance.

**10. DISABILITY - Equality Act 2010**

The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person's ability to carry out normal day to day activities".

Do you consider yourself to have a disability?  Yes  No  Prefer not to say

If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below:



**11. Additional Information**

Where did you see the advertisement for the position?

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Do you hold a UK driving licence?    Yes / No

Do you own a car?    Yes / No

At what standard are your communication skills? Eg. use of a computer,

.....

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**12. DECLARATION**

I confirm that the information on this application form is correct to the best of my knowledge. I agree for the information to be used in accordance with the Data Protection Act 1988.

**Signed** .....

**Date** .....

*Last Date Modified:* 08/06/18