



Methodist Church

# Strictly Confidential

## Putnoe Heights Church

### APPLICATION FORM



Church of England

SECTION A		Job Details	
Job applied for:		Church Centre Manager	
SECTION B		Personal Information	
Surname:			
First Name:			
What title do you use? (For e.g. Mr/Mrs/Miss/Ms/Dr):			
Address (including postcode):			
Telephone Number:	Daytime	Evening	
Email Address: This address may be used to contact you during the recruitment process.			
National Insurance No:			

SECTION C		Current or most recent Employment/Voluntary Work	
Name and address of organisation:	Job Held:	Current Salary/Pay Rate:	
	Date of appointment:	Length of notice:	
Brief summary of duties and responsibilities:			
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, please state the date when last employment ended and the reason:	

SECTION D		Educational and Professional/Specialist Qualifications	
Please list details relevant to this post, in chronological order. If short-listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)			
Name and address of School, College or University attended:	Dates attended:	Qualifications obtained:	Grade/Result received:

SECTION E				Training relevant to this post. (Please use an additional sheet if necessary)			
Name of Organisation:		Dates attended:		Name of training courses:		Result received:	

SECTION F		Employment History (Continued on next page)			
Please give details of your <u>full</u> employment history in date order starting with the most recent. You must list <u>all</u> employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. (Please use an additional sheet if necessary)					
Organisation's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:	
	From:	To:			

**SECTION F (contd)****Employment History Continued**

Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.  
(Please use an additional sheet if necessary)

Organisation's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:
	From:	To:		

Please give details and reasons of any gaps in work history:

<b>SECTION G</b>	<b>Details of any Church Affiliation</b>
Please give details of any church involvement (this or any other church) e.g. PCC member, Reader etc)	

<b>SECTION H</b>	<b>Additional Information</b>
<p>With this application form, you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.</p> <p>(Please use an additional sheet if necessary)</p>	

<b>SECTION I</b>	<b>References</b>
Please give the names of two referees. The first must be from your present or last employer/voluntary organisation who must hold a managerial or HR position in that organisation and have access to your records.	

<b>Referee from Present or Last Employer/Voluntary Organisation</b>			
<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address (including postcode):</b>		<b>Telephone Number:</b>	
<b>Email Address:</b>		<b>I agree to this reference being taken prior to any interview:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Second Referee</b>			
<b>Referee Name:</b>		<b>Job Title:</b>	
<b>Address (including postcode):</b>		<b>Telephone Number:</b>	
<b>Email Address:</b>		<b>I agree to this reference being taken prior to any interview:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION J	Further Information	
1.	Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Are you, to your knowledge, related to or have a close relationship with any Minister, Officer or Church Council member?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Do you have any convictions, cautions, reprimands or final warnings that are not “ <b>protected</b> ” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Do you hold any other appointment that would continue if you were appointed to this job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>If you have answered 'yes' to questions 1-4 above please give details below:</b></p>  		
<p><b>SECTION K</b>                      <b>Declaration</b></p>		
<p>All applicants who are called for interview will be required to sign a statement relating to any criminal record or other relevant matters. The position will be offered to the successful applicant subject to an enhanced DBS disclosure.</p> <p>Under the terms of the Asylum and Immigration Act 1996, short-listed applicants for the post will need to provide an original document showing their entitlement to work in this country. Acceptable documents include National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer or a valid passport/visa.</p> <p>I certify that the information given in this application form is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding relevant information may result in an offer of employment being withdrawn or, if employment has commenced, disciplinary action, including dismissal. I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p> <p><b>If this form has been completed electronically, please place an X in this box to confirm your declaration</b> <input type="checkbox"/></p>		

<p><b>Safeguarding</b></p> <p>Putnoe Heights Church is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p>
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Please return completed application form to:

**Sue Allen, Senior Leader**  
**Putnoe Heights Church Centre,**  
**Putnoe Heights**  
**Bedford**  
**MK41 8EB**

e-mail: [putnoeheightschurch@yahoo.com](mailto:putnoeheightschurch@yahoo.com)