Community Chaplain at St Thomas Ipswich

# NOTES FOR COMPLETION OF APPLICATION FORM

**Please read these general notes before completing the application form**

* Please submit your application electronically (as a pdf or Word doc) to the Revd Rachel Revely (Rachel.revely@outlook.com)
* It is important that this application form is completed in full by all applicants. We will not accept a Curriculum Vitae (CV) as a substitute.
* Please note that the successful candidate will also be required to receive a satisfactory Disclosure & Barring Service (DBS) check.
* The Data Protection Act of 1998 applies to all references and commendations.
* Closing date for receipt of applications is as stated in the advertisement.

**Please retain this page for your information –**

**you do not need to return it with your application form.**

**COMMUNITY CHAPLAIN – ST THOMAS CHURCH, IPSWICH**

**APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **Position applied for:** | Community Chaplain based at St Thomas Church, Ipswich | **Ref:**  **(For office use)** |

### Part A – Personal Information

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Home contact number** |  |
| **Daytime contact number** |  |
| **Mobile telephone number** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **What period of notice are you required to give to your present employer?** |  |

**Declaration**

**I declare that the information I have given in each section of this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.**

**I hereby give my consent to St Thomas re holding and processing sensitive personal data supplied on this application form under the terms of the Data Protection Act 1998.**

**Signed: …………………………………………………………………………………………**

**Date: …………………………………………………………………………………………….**

**Part B – Education and Qualifications**

***Please give details of examinations passed and qualifications gained.***

|  |  |
| --- | --- |
| **From GCSE or equivalent to degree level in chronological order** | |
| **Establishment** | **Qualifications gained** |
|  |  |

|  |  |
| --- | --- |
| **Postgraduate education, in-service training or study or any other professional qualifications** | |
| **Establishment** | **Qualifications gained** |
|  |  |

**Part C – Employment History**

***Starting with your present appointment, please state, in reverse chronological order, what you have done in the course of your career. Please provide details for any period you were not either working or in full time education.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Name and address**  **of employer/diocese** | **Position held and brief description**  **of responsibilities** | **Reason for leaving** | **Salary Received** |
|  |  |  |  |  |  |

**Part C (cont) – Employment History** *(please continue on this sheet if necessary)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Name and address**  **of employer** | **Position held and brief description**  **of responsibilities** | **Reason for leaving** | **Salary**  **Received** |
|  |  |  |  |  |  |

**Part D – Further information in support of your application**

*Please use this space to say why you are interested in the post of Community Chaplain and provide any other information that may assist your application.*

*For example, you may include details of any other training, qualifications or skills relevant to the post, leisure interests and hobbies etc or details of voluntary work (especially with vulnerable people groups) of relevance to this application. In particular, looking at the list of qualities we are looking for, please give examples of how you meet the criteria.*

*Please also include something of your vocation journey and what you would be hoping to explore further during your time in this post.*

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**PART E – Confidential information**

**This section will be detached from the main part of the application form and will not be seen by any member of staff except those administering the Human Resources function.**

**Referees**

Obtaining references is an essential part of our recruitment process and will normally be taken up prior to interview. However, we will not contact a referee without your express permission.

|  |
| --- |
| **Please give details of two people willing to act as referees, one of whom will normally be your current or most recent employer. The other should be from your current church leader.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Address:** |  | | | |
| **Email:** |  | | | |
| **Tel No:** |  | | | |
| **Position / Occupation:** |  | | | |
| **May we contact this person now?** | **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Address:** |  | | | |
| **Email:** |  | | | |
| **Tel No:** |  | | | |
| **Position / Occupation:** |  | | | |
| **May we contact this person now?** | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **UK Border Agency requirements** | |
| Are you free to remain and work in the UK with no current immigration restrictions? | Yes/No |
| Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are the successful candidate. | |

**Health**

Do you need any special facilities to help you attend an interview?

|  |  |
| --- | --- |
|  |  |
| **Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying.** | |
|  | |

**Rehabilitation of Offenders Act**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applications from ex offenders are welcomed and will be considered on their merit. You are required to disclose any convictions which are not ‘spent’ under the Rehabilitation of Offenders Act 1974.  For legal and accounting posts you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Act. | | | | | |
| **Have you been convicted of any criminal offence that is not ‘spent’** | **Yes** |  | **No** |  |  |
| **If you have answered yes please give details of date(s), offence(s) and sentence(s) passed.** | | | | | |
|  | | | | | |