

**APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH**

**CONFIDENTIAL**

To be completed by the employing body prior to issue:

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| **Post:** | Community Outreach Worker |
| **Methodist Church/Circuit:** | Wigton Methodist Circuit |
| **Circuit No.** | 9/12 |
| **District:** | Cumbria |
| **Please return the completed application form to:** | Mr Adrian Cozens  Laurel Grove  Blencogo  Wigton  Cumbria  CA7 0BZ  E-mail: Cozens1988@gmail.com  Telephone: 016973 61114 |
| **Closing Date:** | 1st March 2019 |

Please complete this application in black ink or black type

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| **PERSONAL DETAILS** | |
| This information will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with \* must be completed. | |
| **Post applied for:** \* | |
| Where did you hear about the post? | |
| **Title and surname: \*** (Block letters) | |
| **First names:** \* | Date of Birth: |
| **Address: \*** (Block letters) | |
| **Telephone number:** Home: Mobile:  **E-mail address:** | |
| **STATE OF HEALTH**: \*  Are you aware of any condition that might affect how you carry out the duties of the post?  Yes  No  If yes, will you need any special arrangements to be made to assist you at the interview? (Please describe) | |
| **WORK PERMIT :** Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment i.e. Passport, NI card, P45.  Are you a UK or EU/EEA Citizen? (Please tick) Yes  No  If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick) Yes  No  If **“No”** please indicate the basis on which you are eligible to work in the UK. | |
| **CONVICTIONS**: \* Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes  No  If yes, please supply further details: | |
| **EQUAL OPPORTUNITIES**: We invite you to complete the enclosed Diversity Monitoring Form. In order to monitor the effectiveness of our Equal Opportunities Policy, the information will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated. | |

**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.
* Your personal information will be removed and will not be submitted to the interviewing panel.
* 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.



**APPLICATION FORM**

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| Applicant to Complete | |
| **FULL NAME** |  |
| **POST TITLE** | Community Outreach Worker |
| **Methodist Church/Circuit** | Cornerstone Methodist Church/Wigton Methodist Circuit |
| **Circuit No.** | 9/12 |
| **DISTRICT** | Cumbria |
| **Closing Date** | 5pm 1st March 2019 |

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| **For Office Use Only** | |
| Date Received |  |
| Application No |  |
| Special needs at Interview |  |
| Shortlisted | Yes  No |
| Appointed | Yes  No |

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| 1. **EMPLOYMENT HISTORY**   List all employers starting with your present or most recent first. Please account for any gaps in employment. | | | |
| **Name and Address of Employer** | **Position Held** | **From To**  **Month/Year** | **Reason for Leaving** |
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| 1. **Why are you applying for this job?** | | | |
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| 1. **What particular experience, qualities and other attributes would you bring to the post?** | | | |
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| 1. **How do you think you would do the job?** | | | |
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| 1. **What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.** | | | |
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| 1. **Describe a time when you felt your faith tested? How did you respond?** | | | |
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| 1. **The ethos behind Cornerstone Methodist Church is helping people from different communities have an inclusive and collaborative outlook for the church. How might you get young and old, modern style and traditional style to collaborate?** | | | |
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| 1. **Describe a recent experience of sharing your faith with someone else.** | | | |
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| 1. **What do you enjoy about working with others? What is challenging?** | | | |
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| 1. **Additional Information**   You are welcome to give additional information, which may be written, in the space below. |
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| 1. **REFERENCES**   Please give the name, address and telephone number of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and should include your minister or church leader. |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees? |
| 1. **I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |