

St Mark’s Church, Holbrook  
 *Knowing Christ and making Him known*

**Application for Employment:**

**Youth & Children’s Worker  
  
Closing date: Friday 31 July 2020 at 23:59 hrs**

We ask all prospective employees working with children, young people and vulnerable adults to complete this extended application form. If there is insufficient room to fully answer any question, please continue on a separate sheet, or expand the table in MS Word. However, please do keep your answers concise, and ideally no more than 200 words per extended section. The information will be kept confidentially by us, unless requested by an appropriate authority.

All personal data will be held in accordance with GDPR and our privacy notice.

1. PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | Preferred Title: |  | |
| First Names: |  | | | |
| Maiden/former |  | | | |
| Address:  Postcode: | | Telephone:  *Tick preferred number to contact* | |  |
| Daytime: |  |  |
| Evening: |  |  |
| Mobile: |  |  |
| Email Address: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| How long have you lived at this address?  *(if shorter than 5 years, please give details of previous addresses below and overleaf)* | | Years: | Months: |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** | **Address:** | |
|  |  | Postcode: | |
|  |  | Postcode: | |
|  |  | Postcode: | |
|  |  | Postcode: | |

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| --- | --- | --- |
| Do you hold a current, valid driving licence | * Yes | * No |
| If yes, what type? | * Full | * Provisional |
| If yes, do you have any current endorsements? *(if yes please give details)* | * Yes | * No |
| Do you own a car? | * Yes | * No |

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| --- | --- |
| What length of notice period do you need to give your current employer? |  |

Under the Asylum and Immigration Act 1996 all employers have a legal responsibility to ensure that any prospective employer or worker has the right to live and work in the UK.  In order to satisfy this requirement a number of documents have been defined as acceptable.  Prior to any offer of employment being made an applicant will be required to produce the original specified documents, usually at interview.

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| --- | --- |
|  | I am a British Citizen/EU National and do not require permission to work in the UK |
|  | I am not a British Citizen/EU National but do not require permission to work in the UK |
|  | I will require a Certificate of Sponsorship to work in the UK |

2. CHRISTIAN LIFE & EXPERIENCE

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| Briefly describe the beginning and growth of your faith in Jesus Christ: |
| How are you seeking to live out your Christian faith at home, work, church and in your social life? |
| What is your understanding of ‘Word and Spirit’ ministry? What spiritual gifts would you say you have? |
| How have you discerned that you have a God-given calling to work with young people & young adults in a local church setting? How is God calling you to the specific role in North Horsham? |

3. EMPLOYMENT HISTORY

Starting with your current or most recent employer, please tell us about your past and current employment and/or voluntary work in the table below. Please account for any gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer name and address** | **Employed from (date)** | **Employed to (date)** | **Job title and description** | **Reason for leaving/ considering leaving** |
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4. EDUCATION

Please list your qualifications, and where and when you gained them.

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| --- | --- |
| **Establishment & date** | **Qualification(s) gained** |
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5. YOUTH & YOUNG ADULTS WORK EXPERIENCE

Please provide details of your experience of youth work, work amongst young adults and other relevant experience.

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6. SUITABILITY FOR THIS ROLE

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| Please outline your personal experience of leadership with the local church, both working with young people & young adults and in other areas of ministry. |
| What experience do you have of building, leading and managing a team of volunteers? What challenges does the local church face in this area? |
| What experience and/or training do you have of safeguarding and safer recruitment issues within a local church context? What challenges does the local church face in this area? |
| What administrative and organisational gifts do you have that would be relevant to this role? |

7. OTHER INFORMATION

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| Apart from involvement in church and Christian activities, what other interests do you have? |
| What else would you bring to the local church community here? |
| Use this space for anything else you would like to tell us about yourself: |

8. REFERENCES

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer:

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name:** |  |  |
| **Address:** | Postcode: | Postcode: |
| **Telephone:** |  |  |
| **Email:** |  |  |
| **Relationship to applicant:** |  |  |
| We will only take up references if you are successfully shortlisted | | |

Please provide details of the vicar/minister/leader of your current church or place of worship:

|  |  |
| --- | --- |
| Name: |  |
| Address: | Postcode: |
| Telephone: |  |
| Email: |  |
| Name of Church |  |
| We will only take up references if you are successfully shortlisted | |

We reserve the right to take up character references from any other individuals deemed necessary.

9. DECLARATION

Please confirm that you understand and agree to the completion of a self-declaration form and disclosure check should we wish to proceed to interview you for the post.

**I confirm that the submitted information is correct and complete, and that any misleading or false statements may be sufficient grounds for cancelling any agreements made. I understand that this position will require the completion of a self-declaration form and disclosure check.**

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| The completed application form, with the completed self-declaration form should be returned in a sealed envelope to:  **Rev’d Dr Richard Coldicott, St Mark’s House, North Heath Lane, Horsham, West Sussex, RH12 5PJ**  Alternatively the application form can be submitted via email to vicar@stmarksholbrook.org.uk  Due to the confidential nature of the self-declaration we would suggest that the form be printed, signed and posted (in an envelope marked ‘confidential’),  to Richard at the above address, rather than emailed.  **Please note that both the confidential self-declaration and application form must reach us by the closing date of 2359 hrs on Friday 31 July 2020** |

**2019-2020**

**ST MARK’S CHURCH**

**PARISH OF HOLBROOK**

**CONFIDENTIAL SELF-DECLARATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title *(Mr/Mrs/Miss etc)* |  | Full name: |  | |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Tel:  E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of birth: |  | | | |

This form should be completed by all church officers and voluntary workers who are working in regular and direct contact with children and young people under 18 years of age, and vulnerable adults.  
New applicants will also be required to complete a DBS check at the same time.

This form is strictly confidential, and except under compulsion of law, will only be seen by those responsible for the appointment, and when appropriate, the Diocesan Child Protection Adviser.  
All forms will be kept securely under the terms of the Data Protection Act 1988.

If you answer ‘Yes’ to any question, please give details, including the number of the question it applies to and relevant dates, on a separate sheet of paper and supply with the form in a sealed envelope marked ‘Private and Confidential’ to the Incumbent and/or Parish Safeguarding Representative. All information declared will be carefully assessed in liaison with the Diocesan Safeguarding Adviser to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children and vulnerable adults.

*Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Have you ever been convicted of any criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?  *Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the ‘Rehabilitation of Offenders Act 1974’. Convictions obtained abroad must be declared as well as those from the UK.* | Yes | No |
| 2 | Have you been involved with the Police, such as, interviewed, questioned, subject to a court order, bound-over to keep the peace, received a reprimand, warning, cautioned or convicted before or during your employment at this setting? (either as permanent, voluntary or bank employment) | Yes | No |
| 3 | Are you at present under investigation by the police or an employer for any offence? | Yes | No |
| 4 | Has your name been placed on the Protection of Children Act (PoCA) list, List 99 or the Protection of Vulnerable Adults List (PoVA), barring you from work with children or vulnerable people? | Yes | No |
| 5 | Has anyone that lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006? | Yes | No |
| 6 | Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| 7 | Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\*\* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?  *Note: Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.*  *\*\* Significant harm involves serious ill treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.* | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| 8 | Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm? | Yes | No |
| 9 | To your knowledge has it ever been alleged that your conduct has resulted in any of those things?  *If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.* | Yes | No |
| 10 | Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation? | Yes | No |
| 11 | Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children Act 1989? | Yes | No |
| 12 | Do you have a medical condition that could affect your ability to work with children? *If yes, please give details, including the nature of the condition.* | Yes | No |
| 13 | Are you taking any medication or any other substances on a regular basis?  *If yes, please give details, including the date(s) started and names of the medication/substance.* | Yes | No |
| 14 | Please state below any other information which may be relevant to this declaration: | | |
|  | | | |

**Declaration**

I declare that, to the best of my knowledge, the above information (and that on the attached sheet(s)\*) is accurate and complete. I accept that providing deliberately false information could result in me being withdrawn from the role or activity/termination of employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* *Please delete if not applicable*.

Please return the completed form to Rev’d Dr Richard Coldicott, St Mark’s House, St Mark’s Lane, Horsham, West Sussex, RH12 5HJ

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and vulnerable adults.