**Application Form**

Personal Information

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| Post applied for: |  |

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| **Personal Details** |  |  |  |
| Family Name (block capitals) |  | Title: |  |
| Names in Full |  |
| Known As |  |
| **Contact Details** |  |
| Home Address |  |
| Town/City |  |
| County |  |
| Postcode |  |
| Telephone number(s) (that we can use to contact you) |  |
| Email address |  |
| Are you eligible to work in the UK without restrictions? | Yes / No |
| Do you require a visa in order to work in the UK? | Yes / No |
| If you hold a current visa, please state which country the visa was issued, and expiry date if applicable and any restrictions: |  |
| (If applicable) Do you hold a full clean UK driving licence? | Yes / No |
| **Vacancy Source** |  |
| How did you become aware of this post: (e.g. word of mouth, website)  |  |

Employment History

*Starting with your current/most recent appointment (clergy applicants please state parish), please indicate your full employment history.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Start and leave date | Job title, job summary and key achievements | Reason for leaving |
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| What period of notice would you be required to give your present employer? |
|  |

Education and Professional Qualifications – please start with most recent

*Based on the job description, list education, training, any relevant professional qualifications and membership of professional bodies. Please give dates if appropriate.*

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| --- | --- | --- | --- | --- |
| Type of qualification | Name of establishment | From | To | Qualification(s) achieved  |
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Membership(s) of Professional Bodies

|  |  |
| --- | --- |
| Professional Body: |  |
| Membership Number: |  |

|  |  |
| --- | --- |
| Professional Body: |  |
| Membership Number: |  |

Relevant Experience

Looking at, and with reference to, the person specification, please use the space below to explain how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. If this post has an occupational requirement (OR), please state how you meet this.

Max Word Count: 800 words

References

Please note that we will require 2 references, one preferably your most recent employer, should we make an offer of employment. We do not require details of referees at this point.

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church, may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.

All Saints Church Highertown Truro is committed to safeguarding and promoting the welfare of both children, young people and vulnerable adults in the Diocese of Truro. This commitment is promoted by all members of staff who work with children, young people and vulnerable adults throughout Cornwall and the Isles of Scilly. It has a zero-tolerance policy in respect of any abuse, neglect or harm.

By signing and returning this application form you consent to All Saints Church Highertown Truro using and keeping information about you – provided by you – or third parties such as referees – relating to your application or future employment. For unsuccessful applicants this information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview.

Thank you for completing this form.

Declaration

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018 (and the General Data Protection Regulations), involved in the consideration of this application.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

***Please send your completed application form by email to vicar@asht.org.uk or by post to All Saints Church, Tresawls Road, Highertown, Truro TR1 3LD to arrive no later than 12 noon on 7 August 2020.***