**Job Application Form**

### Church Administrator - Part-time role – 30 hours per week

**Make sure you read the Job Description and Person Specification, before completing this form.**

**Completed application forms must be returned by midnight Wednesday 10th March 2021**

*This front page will be removed during the shortlisting process and will not be shared with the shortlisting panel.*

*(Please feel free to enlarge any boxes if your answer requires more space)*

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| **Section 1: Personal Details** | | | |
| **Surname:** |  | | **Title:** |
| **First Name(s):** | Indicate the name you are generally called by: | | |
| **Address:** |  | | |
| **Postcode:** |  | | |
| **Contact no:** | **Daytime:** | **Evening:** | |
| **Email:** |  | | |

Under the Equality Act 2010 a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

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| If offered an interview do you require any reasonable adjustments, to accommodate any disability you may have, to enable you to attend and participate? | YES/NO |
| If Yes, please give details: | |

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| **Section 2 – Education**  List secondary schools/colleges/universities attended, giving years of attendance and qualifications obtained with grades/class: | | |
| Institution attended | Dates | Qualifications gained with grades |
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| **Section 2 – Employment History**  Beginning with the most recent, please give details of any current employment, paid or unpaid. Please account for any gaps in your study or employment history. | | | |
| Employer name and address and nature of business/organisation | Dates | Job title | Brief summary of responsibilities |
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**Section 3: Information**

**Criminal Convictions**

Note: Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application.

As this position involves substantial contact with children, young people and/or vulnerable adults, any job offer will be subject to an enhanced DBS (Disclosure and Barring Service) check and the completion of a Self-Declaration Form before the post can be confirmed.

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| Have you any criminal convictions or cautions? | YES/NO |
| If your answer is "Yes" please give details below: | |
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**Section 4: References:**

Please give details of three referees by completing boxes 1 and 3 and box 2 if your current employer is not your current church. Your referees should not be related to you. Any decision relating to your employment will be subject to satisfactory references.

*Please indicate if you would prefer a referee NOT to be contacted prior to interview\*.*

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|  | **1. Current Employer/Line Manager** | | *\*Can be contacted: Yes/No* |
| Title/Name |  | Role/Relationship: | |
| Address |  | | |
| Contact no |  | Email: | |

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|  | **2. Current Church leader (if NOT the same as 1)** | | *\*Can be contacted: Yes/No* |
| Title/Name |  | Role/Relationship: | |
| Address |  | | |
| Contact no |  | Email: | |

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|  | **3. Someone else who knows you well** | | *\*Can be contacted: Yes/No* |
| Title/Name |  | Role/Relationship: | |
| Address |  | | |
| Contact no |  | Email: | |

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| **Section 5: Your current situation**  Attach a summary of your current (or most recent) employment.  Include:   * Information about your current employer * A description of your current role and recent areas of responsibility * If you are not currently employed by a church, describe your current involvement in church/Christian life, including paid or voluntary responsibilities * The reasons for leaving your current employment   (We suggest a maximum of 1 sides of A4 paper using pt 11 font) |

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| **Section 6: Your Faith Journey and ministry development**  Attach a description of your faith journey and development as a person and in ministry. This should include:   * When and how you became a Christian * A description of your current spiritual life * What you consider to be your spiritual gifts and how you use them   (We suggest a maximum of 1 side of A4 paper using pt 11 font) |

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| **Section 7: Why you consider yourself equipped and suitable for this role**  Looking carefully at the Person Specification and Job Description, please attach a summary of:   * How you meet the criteria described * Why you consider yourself suitable for this role * Why you are making the application at this time   (We suggest a maximum of 1-2 sides of A4 paper using pt 11 font) |

**Section 9: Declaration**

**I have read and agree with Elmwood Church’s Statement of Faith provided with the information letter**

I declare that all the information given in this application is accurate and complete to the best of my knowledge. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

I consent to Elmwood Church processing the information detailed in this application form for the purposes of this Appointment procedure, conditional upon Elmwood Church complying with GDPR (General Data Protection Regulation 2018).

**Signature: Date:**

**Completed applications and appended documents should be emailed to** [**jobs@elmwoodchurch.org.uk**](mailto:jobs@elmwoodchurch.org.uk)

**Alternatively they can be posted to the address below marked as ‘Strictly Private and Confidential’**

Mrs A J Hopper

Elmwood Church,

Eccles Old Road,

Salford

M6 8AG

**All applications must be received by the deadline: Midnight Wednesday 10 March 2021**