|  |  |
| --- | --- |
| **Vacancy Details:** | |
| Job Title | **Families Outreach Worker** |

**Application for Employment Part 2**

Please complete all sections of the application form,   
both parts 1 and 2.   
The information provided on this form will be used as part of the selection process.

**PLEASE NOTE**

The Equal Opportunities section of this part of this form will only be used for Equal Opportunities data for St Albans   
Diocese and will not be seen by those involving in the selection process.

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Surname / Family Name | | First Name (s) | | |
|  |  | |  | | |
| Home Address | | | | | |
|  | | | | | Post Code |
|  |
| Preferred Contact Number | | Other Contact Number | | Email Address | |
|  | |  | |  | |
| Nationality  (applicable to all applicants) | | Are you eligible to work in the UK? | | | |
|  | | Yes  No  Further information about what documents are required of proof of eligibility can be provided on request. | | | |

**References**

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship to the referee (please refer to the job related information to confirm the number of referees required for this vacancy). One referee must be your most recent or current employer

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Most recent/current Employer: | | | 2. Relationship: | | | 3. Relationship: | | |
| Name |  | | Name |  | | Name |  | |
| Address |  | | Address |  | | Address |  | |
| Post code |  | | Post code |  | | Post code |  | |
| Phone |  | | Phone |  | | Phone |  | |
| Mobile |  | | Mobile |  | | Mobile |  | |
| Email |  | | Email |  | | Email |  | |
| Can we contact this  referee before interview? | | Yes  No | Can we contact this  referee before interview? | | Yes  No | Can we contact this  referee before interview? | | Yes  No |

If you are offered a position, please note it is policy that any written offer of employment will be subject to receipt of satisfactory references, at least until the most current employer reference is received and deemed satisfactory.

|  |  |
| --- | --- |
| If any referee knows you by a different surname, please give details |  |

**Employment History**

Please give details of your employment history with dates, with your present or latest first.  
Please explain any gaps within this history

|  |  |  |  |
| --- | --- | --- | --- |
| Job title and brief description of the nature of the work and its responsibilities. | Date from | Date to | Reason for moving on |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Notice Period**

|  |  |
| --- | --- |
| How much notice is required by your present employer? |  |

**How did you hear about this role?**

|  |  |
| --- | --- |
| Where did you see this vacancy advertised? |  |

**Disclosure of criminal convictions**

To apply for a job at the Church of the Good Shepherd (CGS) you must tell us about any unspent criminal convictions you have. When applying for certain jobs, you will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. If you disclose a conviction, it doesn’t necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work you are applying for.

1. Please read carefully the notes in this section and enter any unspent convictions below.
2. Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. This means that you must also state ‘spent’ criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands if you are applying for a job where there is likely be regular contact with under 18 year olds and other vulnerable groups. There may be other specified jobs that are also exempt from the Act – where this is applicable it will be indicated in the job advert and/or the accompanying recruitment information. A Disclosure and Barring Service disclosure will be required for all these posts that fall into this category where an applicant is offered the position.

Do you have any criminal convictions to declare? Yes  No

If **yes**, please complete the section below:

|  |  |  |
| --- | --- | --- |
| Offence | Date of Conviction | Sentence |
|  |  |  |
|  |  |  |

Further information in relation to any conviction may be required at interview.

I certify that the above information (and any further information enclosed) is correct and I agree that CGS may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications).   
I understand that CGS will process and retain the personal information contained on this form for   
purposes connected with my application or my health and safety while on the premises, my employment record if appointed, and any statistical analysis.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date Completed |  |

You have the right under data protection legislation to a copy of information held about you (the right of ‘subject access’). You can obtain this information by writing to:   
**Church of the Good Shepherd, 4 Warneford Way, Leighton Buzzard, LU7 4PX**

|  |  |
| --- | --- |
| **Icon  Description automatically generated** | Please ensure that you return both parts of the application form including all of the attached Equal Opportunities monitoring form to  Please now complete the **Equality Opportunities Form** in the section below. |

**Equal Opportunities Form**

The Church of the Good Shepherd is an equal opportunities employer.

It is our policy that no job applicant receives less favourable treatment related to any of the protected characteristics under the Equality Act 2010 ,which are: sex, race, disability, age, religion and belief, marriage and civil partnership, gender reassignment and sexual orientation. However, for this post it is a genuine occupational requirement under the Equality Act 2010 that the postholder is a Christian.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason we would be most grateful if you would answer the following questions.

On receipt, this section of the Application Form will be separated and securely stored. It will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be seen or used during the selection process.

**Section 1**

|  |  |  |
| --- | --- | --- |
| Date of Birth | Family Name or Last Name | First Name (s) |
|  |  |  |
| This information must be provided to carry out our administration procedures; however it will not be used during selection processes. | | |

**Section 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Please select one of each of the following sections which best describes you | | | |
| Gender | | Disability:  Do you consider yourself disabled? | Yes  No  I prefer not to say |
| Male | Female  Other |
| Please use this box to provide any further information you consider relevant under Section 2: | | | |
| Please specify any special access requirements you may have in order to attend interview e.g. deaf loop“ | | | |
| Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. | | | |

**Section 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion or belief** (Please describe your religion or belief)  Occupational Requirement: There is an occupational requirement for the post holder to be a practising Christian in accordance with the Equality Act 2010: Part 1, Schedule 9. | | | | |
| Christian – Church of England |  | Christian – Roman Catholic |  |
| Christian – Methodist |  | Christian – Other – please state (optional) |  |
| Christian – Baptist |  |  | |

**Section 4**

|  |
| --- |
| **Ethnic Origin** |
| |  |  | | --- | --- | | White British |  | | White English |  | | White Irish |  | | White Scottish |  | | White Welsh |  | | Irish Traveller |  | | Other White background |  | |  |  | | Not Known |  | | I prefer not to say |  |  |  |  | | --- | --- | | Asian or Asian British –  Bangladeshi |  | | Asian or Asian British -  Chinese |  | | Asian or Asian British –  Indian |  | | Asian or Asian British -  Pakistani |  | | Other Asian Background |  | |  | | | Black or Black British -  African |  | | Black or Black British -  Caribbean |  | | Other Black background |  |  |  |  | | --- | --- | | Mixed – White & Asian |  | | Mixed – White & Black  African |  | | Mixed – White & Black  Caribbean |  | | Other Mixed background |  | |  |  | | Arab |  | | Gypsy or Traveller |  | | Other Ethnic Group |  | |

**Section 5**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sexual Orientation**  (Please describe your sexual orientation) | | | | | | | | | | | |
| Towards people of a different sex (straight) |  | Towards men of the same sex (gay) |  | Towards women of the same sex (lesbian) |  | Towards people of both sexes (bisexual) |  | Other (e.g. asexual) |  | I prefer not to say |  |

Please return your completed form to [info@goodshepherdsandhills.org.uk](mailto:info@goodshepherdsandhills.org.uk) by Monday 10th June 2024, 23.59.