



Application Form

Post Applied For	
Where did you first see this vacancy?	

Personal Details

Title	
Surname	
Forename	
Known As (not nickname)	
Address	
Home phone number	
Mobile phone number	
Email Address	
Do you have a current driving license?	
If so, do you have any penalty points (give details)	



Education and Training

Secondary Education (Please give details of the School that you attended, the qualifications you took and the grades you were awarded.	University/ College/ Further Education and Training (Please give details of the qualifications and the grades you were awarded.

Please give details of any membership bodies that you belong to.

Employment History – Current or most recent Employer

Name	
Address	
Date employment started	



Date employment ended	
Job Title	
Main duties and responsibilities	
Reason for leaving	

Employment History – Previous Employment (in date order)

Name	
Address	
Date employment started	
Date employment ended	
Job Title	
Main duties and responsibilities	
Reason for leaving	

Employment History – Previous Employment (in date order)

Name	
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Address	
Date employment started	
Date employment ended	
Job Title	
Main duties and responsibilities	
Reason for leaving	

Employment History – Previous Employment (in date order)

Name	
Address	
Date employment started	
Date employment ended	
Job Title	
Main duties and responsibilities	



Reason for leaving	
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Employment History – Previous Employment (in date order)

Name	
Address	
Date employment started	
Date employment ended	
Job Title	
Main duties and responsibilities	
Reason for leaving	

Employment History – Previous Employment (in date order)

Name	
Address	
Date employment started	



Date employment ended	
Job Title	
Main duties and responsibilities	
Reason for leaving	

Describe your current employment in terms of responsibilities and relationships with others.

Why do you feel you are suited to this post? For each section on the Person Specification, please give examples to show why you are suited to the post you are applying for. You could use the STAR method to lay out your answers against each item on the Person Specification.

The STAR method is as follows:

- S – Situation – what was the situation you were facing?
- T – Task – What was it that you needed to do?
- A – Action – How did you complete the task and why? (highlight only your contribution, not others)



- R – Result – What was the outcome of your actions, what went well, and what did you learn?

Public duties undertaken (JP, Local Councillor, Community Work etc)

Have you ever been employed by this organisation or a connected organisation?



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How much notice are you required to give to your current employer?	
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References

Present Employer

Name	
Address	
Email Address	
Occupation	
May we apply for a reference now?	



Personal References – Please give us the details of 2 people who can provide a personal reference for you. They must not be family members or friends.

Personal Reference 1

Name	
Address	
Email Address	
Occupation	

Personal Reference 2

Name	
Address	
Email Address	
Occupation	



Job Applicant Privacy Notice

St. Laurence's Church, Foleshill PCC ('we' or 'us') provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

Personal Data

We ask for Personal Data from job applicants including C.V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. If we do not employ you, we may still retain for up to 1 year so that we can consider you for future roles.



Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If you have any medical condition or disability which may require special facilities or support at interview we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law and making decisions regarding your fitness for work.

Staff Privacy Policy

For further information on how your information is used, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please request a copy of our Staff Privacy Policy from the PCC.

Candidate Declaration

I confirm that the information provided by me is true and correct to the best of my knowledge. I realise that if I am employed and such information is found to be false, I am liable to dismissal without notice.

If employed, I agree to abide by the Organisation's rules and regulations as are currently in operation, and as amended by the PCC of St. Laurence's Church, Foleshill from time to time.



If you are applying for a post which requires a DBS check, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The provisions of the Data Protection Act 1998 preclude the PCC of St. Laurence's Church, Foleshill from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your application and the associated documents, is for specific employment consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become an employee of the PCC of St. Laurence's Church, Foleshill within that timescale. Your signature on this form indicates your acceptance of the above conditions.

If offered the position you will be asked to present original documentation confirming your right to work in the United Kingdom prior to the commencement of your employment.

By signing this document, you confirm that you are free to remain and work in the UK with no current immigration restrictions.

Signature	
Date	