**Please return this form to:**

**Helen Edwards: Helen.Edwards@cohl.org.uk**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application for the post of:** | | Christ our Hope Parish Administrator | | |
| Full name |  | | | |
| Previous name(s) |  | | | |
| Address |  | | | |
| Postcode |  | | | |
| Home phone |  | | Mobile: |  |
| Email |  | | | |

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |

**Referees**

Please provide the names, organisations, job titles, addresses and phone numbers of two referees. At least one should be your current or most recent employer or volunteer placement. Please indicate the capacity in which you know them and if we may approach for a reference now.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| **Address** |  |  |
|  |  |
|  |  |
| **Phone** |  |  |
| **Email** |  |  |
| **Job Title** |  |  |
| **Organisation** |  |  |
| **Capacity** |  |  |
| **Approach?** | Yes / No | Yes / No |

Work/Volunteer History

Beginning with your current or most recent experience, paid or unpaid, and working backwards in chronological order, please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name & address  of employer/volunteer placement | Job title  & summary of duties | Reason  for leaving |
| From | To |
|  |  |  |  |  |

Gaps in Employment/Volunteer Experience History

Please provide in this section explanations for any gaps in your engagement (paid or unpaid) history (chronologically, most recent first).

|  |  |  |
| --- | --- | --- |
| Dates | | Details of Gaps in Employment/Volunteer Experience |
| From | To |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Place of study** | **Qualifications attained** |
| **From** | **To** |
|  |  |  |  |

|  |
| --- |
| Membership of Professional Bodies |

|  |
| --- |
| *Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please refer closely to the person specification when completing this section.* |

Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’.

Have you ever been convicted of a criminal offence? Yes ¨ No ¨

Do you have any criminal charges or summonses pending against you? Yes ¨ No ¨

Having a criminal record will not necessarily bar you from working with us

Disabled applicants

If invited to interview, are there any special arrangements that you would like to be made for you?

**Other Information**

Do you possess a car and a full driving licence? Yes ¨ No ¨

If successful, you will be required to provide documentation to prove your right to work in the UK and fulfil the requirements of the Parish Safer Recruitment process.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signature: …………………………………………………….. Dated: …………………………………………………..

|  |
| --- |
| **Data Protection statement** |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Christ our Hope will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process information provided by you in this form as outlined in the GDPR regulations.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice which is located at https://liverpool.anglican.org/index.php?p=813 |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Christ our Hope being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).  Signed: …………………………………………………………… |

**EQUAL OPPORTUNITIES MONITORING**

Post applied for:

Christ our Hope aims to be an equal opportunities employer and service provider, irrespective of race, gender, disability, sexuality, etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

Gender ◦ Male ◦ Female ◦ Other ◦ Prefer not to say

Age ◦ Less than 35 ◦ 35 - 49 ◦ 50+

Do you consider yourself to have a disability? ◦ Yes ◦ No

What do you regard as your ethnic origin? ◦ White ◦ Asian Indian  
◦ Black Caribbean ◦ Asian Pakistani  
◦ Black African ◦ Asian Bangladeshi  
◦ Mixed Heritage ◦ Asian Chinese  
◦ Other:

*(please specify)*