

**Application Form**

Personal Details

|  |  |
| --- | --- |
| First Name  |  |
| Surname  |  |
| Position you’re applying for -   |
| Present Occupation / Place of Employment -  |

|  |
| --- |
| **Permanent Contact Address**  |
|  | Postcode  |
| Tel (day)  | Tel (eve)  |
| Mobile  | Email  |
| **Present address if different** |  |
|  | postcode |
| Tel(day) | Tel(eve) |

* Do you need a work permit to work in the UK? Yes [ ]  No [ ]

Please note Fountain of Life will satisfy Right to Work checks prior to any offer of employment.

**The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, so you are required to declare:**

· All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974

· All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (England and Wales) Order 2020

It is the intention of the Fountain of Life Council (FoL) to obtain a DBS Enhanced Disclosure for any appointed applicant of Fountain of Life Church prior to their being confirmed in post. Applicants will also be required to complete a Criminal Record Declaration Form. The Fountain of Life Church is committed to safeguarding and promoting the wellbeing of children and young people.

Church Details

|  |
| --- |
| Present church years months |
| Present church involvement |

Experience and Abilities

Please give your reasons for applying for this post and state how you meet the job description/ person specification including any skills/qualities you might have as well as relevant work experience.

Your Christian Life

How would you describe what it means to be a Christian?

How long have you been a Christian?

Describe briefly how you became a Christian?

How would you describe your spiritual life today?

Your Vision

Why are you considering the Fountain of Life post and Christian work in general?

Education

|  |  |  |
| --- | --- | --- |
| DateFrom To | Institution | Course/subject with qualification/grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Qualifications/Awards**

|  |  |  |
| --- | --- | --- |
| DateFrom To | Organisation | Result/Award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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Employment History

Please give details of you past employment history including any gaps in employment giving reasons for this.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position | Dates | Brief description of responsibilities | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please note that references may be taken up before interview.

References

Please supply the details for two persons as referees who we can approach now for references. Any offer of employment is subject to references. Please note that referees will be asked about whether you have been the subject of any safeguarding concerns.

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| --- | --- |
| **Church Leader or Employer** | **Personal (E.g. small group leader – not a family member)** |
| **Name** | **Name** |
| Position | Relationship |
| In what capacity does this person know you? | In what capacity does this person know you? |
| How long has this person know you? | How long has this person know you? |
| Address | Address |
|  | Postcode |   | Postcode |
| Tel (day) | Tel (eve) | Tel (day) | Tel (eve) |
| E-mail | E-mail |

**Any other information** (e.g. other interests, activities, skills and experience)

**Criminal Records Disclosures - Policy Statement**

* As an Organisation using the Criminal Records Bureau Disclosure Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against the subject of a Disclosure on the basis of a conviction or other information revealed.
* We are committed to the fair treatment of its staff or potential staff.
* A risk assessment has indicated that a Disclosure request is both proportionate and relevant to the positions at Fountain of Life Church. All application forms, job adverts and other recruitment contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
* We expect all applicants called for interview to provide details of their criminal record at an early stage in the application process via a Self- Declaration Form provided by the Church of England. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
* We ensure that all those in our organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
* At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
* We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
* We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
* Failure to disclose unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974, or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 will result in an offer of employment being withdrawn.
* Data pertaining to criminal offences will be held securely and in line with the requirements of the GDPR.
* **I certify that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.**
* **I understand that it is the intention of the Fountain of Life Council to obtain DBS Enhanced Disclosure for any applicant appointed and I will complete the required DBS Disclosures form when requested to do so.**

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| --- | --- |
| Sign  | Date  |