**A close up of a logo

Description automatically generated**

**CONFIDENTIAL**

**Employment Application Form**

**This form may be typed or hand written, but please use BLACK INK and make it LEGIBLE as it may be photocopied for the use of an interview panel. Please feel free to expand the size of boxes to incorporate your answers or use additional sheets of paper if writing. If handwritten, please complete Questions (1)−(6) in BLOCK CAPITALS.**

(1) Tick

|  |  |  |  |
| --- | --- | --- | --- |
| MR 🞎  MRS 🞎  MISS 🞎  MS 🞎  DR 🞎  OTHER 🞎  …………………... | SURNAME |  | |
| PREVIOUS SURNAME  (if different) |  | |
| FORENAME(S) | All forenames | The name you prefer to use |

|  |  |  |
| --- | --- | --- |
| (2)  ADDRESS FOR  COMMUNICATIONS  If appropriate indicate dates for contact (please inform us of any change at once) | PERMANENT | PRESENT (if different) |
| Postcode | Postcode |

|  |  |  |
| --- | --- | --- |
| Telephone numbers | DAY | MOBILE |
|  | EVENING |  |
| Email address |  | |

(3)

|  |  |  |
| --- | --- | --- |
| DATES (DD/MM/YY) | BAPTISM (if applicable) | CONFIRMATION (if applicable) |
|  | NATIONALITY | NAT INS NO. |
|  | PRESENT OCCUPATION | |

(4) SECONDARY EDUCATION

Give details of any courses you have undertaken at school and since leaving school, eg. GCEs, GCSEs, HNC, Dip HE etc. List in chronological order, starting with the earliest dates. (Enter degrees or professional qualifications at questions 8-10)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES From To | NAME AND TYPE OF SCHOOL or OTHER PLACE OF EDUCATION | DATE | EXAM. | SUBJECTS STUDIED | PASS /  FAIL | GRADE |
|  |  |  |  |  |  |  |

If questions (5) to (8) do not apply to you, please continue at Question (9).

(5) FIRST DEGREE QUALIFICATIONS (if any)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES From To | UNIVERSITY, COLLEGE ETC | FULL TITLE OF QUALIFICATION | CLASS & DIVISION | DATE AWARDED /  EXPECTED |
|  |  |  |  |  |

(6) POSTGRADUATE STUDY (if any)

|  |  |  |
| --- | --- | --- |
| DATES From To | UNIVERSITY, COLLEGE ETC | DETAILS OF POST-GRADUATE QUALIFICATIONS (Grades if applicable) |
|  |  |  |

(7) PROFESSIONAL QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES From To | QUALIFICATION | AWARDING BODY | DATE | RESULTS (Grade if applicable) |
|  |  |  |  |  |

(8) EMPLOYMENT SINCE LEAVING FULL-TIME EDUCATION

List in reverse chronological order, starting with the most recent (continue on separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| DATES From To | NAME, LOCATION AND BUSINESS OF EMPLOYER (if applicable) | POSITION HELD AND RESPONSIBILITES  (with reason for leaving) |
|  |  |  |

(9) RELEVANT EXPERIENCE – Please focus on recent years

Give details of all experience that you consider relevant to the position for which you are applying. Include positions in paid employment or as a volunteer. List them in reverse chronological order, starting with the most recent (continue on separate sheet if necessary)

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|  |

(10) LEISURE INTERESTS AND HOBBIES

What are your main leisure interests and hobbies? What attracts you to them?

|  |
| --- |
|  |

(11) SELF ASSESSMENT

Briefly describe yourself and your temperament, including your gifts and preferences, strengths and weaknesses.

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(12) DISABILITIES

Do you consider yourself to be disabled (including learning disabilities)? If so, please give details of any specific support that you will need in order to participate in any interview.

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|  |

(13) HEALTH INFORMATION

Please describe your recent health history, including any times in the past two years when you have not been well enough to attend your employment or college training course:

|  |
| --- |
|  |

(14) ANYTHING ELSE

Is there anything which has not been covered in the questions above which you would like to mention?

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|  |

(15) REFEREES

Please provide the names, addresses, contact number and, if available, email addresses of three referees and state whether or not they can be contacted immediately. The three should include the minister of your current church, your present or most recent employer and a friend who has known you in a personal capacity for more than two years who is not related to you. Your current employer will not be contacted until a decision, subject to references) to employ you has been taken and you have agreed terms.

|  |  |  |
| --- | --- | --- |
| **1.** | **2.** | **3.** |

BEFORE YOU SIGN THIS FORM, PLEASE CHECK THAT YOU HAVE TAKEN ACCOUNT OF THE FOLLOWING:

This form is YOUR opportunity to tell the interview panel about yourself before they meet you. It is therefore important to give them the information you want them to know, taking care to follow the instructions for each question.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**The completed form should be returned to:**

Revd. Russ Gant – Vicar

vicar@stjamesrowledge.org.uk

St. James’ Church Office,

Church Lane,

Rowledge,

Farnham,

Surrey,

GU10 4EN.