

Application form

**St Michael's
Cornerstone Centre**

Centre Assistant



Application form

Please complete this application form electronically or in black ink using block capitals.

Section one: personal information

Post applied for:			
Family name:		Title:	
Preferred name:			
Names in full:			
Address:		Postcode:	
Telephone:			
Email:			
Are you eligible for work in the UK?			

Section two: employment history

Please note any other employment you would continue with if you were successful in obtaining this position. _____

How much notice is required in your current post? _____

From, to (month, year)	Name and address of employer	Job title and duties	Reason for leaving
Current			

Continue on a separate sheet if necessary.

Section three: education history

a) Professional/practical qualifications obtained (e.g. first aid, food hygiene).

From	To	Qualification/experience

b) Schools / College qualifications

School	Qualifications and details

Section four: reasons for applying for this post

Please detail here your reasons for applying for this post.
You should include experience obtained in your present and past roles that would be relevant to this post and what particular skills, knowledge, and experience you would bring if appointed. Continue on a separate sheet if necessary.

Section five: criminal record

Where appropriate, posts may be eligible for criminal record checks. It will be clear from the job details the level of check and any subsequent offer of employment will be based on the outcome from such a check. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?
https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

Section six: references

Please give names and addresses of two persons from whom the company may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the diocese reserves the right to approach any past employer for a reference.

Name:		
Position:		
Occupation:		
Address:		
Postcode:		
Telephone:		
Email:		
Relationship with applicant:		

May we approach your referees prior to interview?

Yes/no

Section seven: declaration

Please read this carefully before signing this application.

- a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give the Board of Trustees the right to terminate any employment contract offered.

- b) I agree that the Trustees reserves the right to ask relevant questions about an individuals' health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should further information be required, and the trustees wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through the diocesan occupational health adviser. Information the diocese receives will only be retained on a personnel file during an individuals' tenure in post and will be only stored/processed in accordance with the Data Protection Act.

- c) I understand that the diocese has in place safer recruitment practices and I agree that where a role may require a criminal record check the Trustees will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I have read section five of this form and understand that, should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.

- d) I understand that Clergy, ordinands and such employed lay people working for the diocese as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm / not confirm that I am able to comply with this.
(please circle as appropriate)

Signature: _____ **Date:** _____

Name: _____

Please return this form to: –
The Centre Manager, The Cornerstone Centre, 1 Severn Road, Cheltenham, GL52 5QA
or email to: - manager@cornerstonecentre.org.uk

Closing date for applications: 20 February 2019