**CASTLE CARY METHODIST CHURCH**

**APPLICATION FORM**

**Privacy Notice for applicants**

Collection and use of your personal information (data): we use the information that you provide within this form and any supporting documents to enable us to assess, recruit and appoint our staff. For the successful applicant, this form and any supporting information collected during the recruitment process will be retained as part of the HR record. If you are not willing to provide the information requested in this form we will not be able to process your application.

Castle Cary Methodist Church will treat the information contained within this form, and any supporting information, in confidence. No information in this form, or any supporting documents, will be passed to any third party without your prior consent.

**Application for Employment**

**Please complete this application form in full** and to the best of your ability, using black ink/font and return it to the location or e-mail as specified in the advertisement**.** If you use continuation sheets please write your name and the job title on each page. You may submit your CV but only in support of a completed application form.

|  |  |
| --- | --- |
| **For the post of:** | Castle Cary Children Youth and Families Worker |

|  |  |  |
| --- | --- | --- |
| **Surname** | | **Title** |
| **Forename/s** | | **Pronoun** |
| **Address** | **Tel: (home)** | |
| **Tel: (mobile)** | |
| **Tel: (work)** | |
| **Postcode** | (Discretion will be used if we contact you at work) | |
| **E-mail** | **Are you legally entitled to work in the UK?** Yes/No | |

You will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996.

**Present or most recent post (employed, self-employed, volunteer etc.)**

|  |  |
| --- | --- |
| **Role title** | **Reason for leaving / wanting to leave?** |
| **Employer/Organisation** |
| **Address** |
| **Postcode** |

**Dates from to**

**How much notice must you give your present employer?**

|  |
| --- |
| **Summary of responsibilities and achievements:** |

**Employment / Volunteering History**

Please list your employment and/or relevant voluntary work in the last ten years, or older employments/volunteering if relevant to the role applied for, starting with the most recent. (Please add rows to the table if needed.)

| **Organisation** | **Role title** | **Date from** | **Date to** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
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**Please give details of your education, qualifications and training relevant to this application.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Course completed** | **Place of training** | **Grade/result** |
|  |  |  |  |  |

**Professional Statement**

Please use the box below to tell us how you meet the requirements of the role as given in the Job Description. Please give examples of how your knowledge, experience and skills demonstrate your suitability for this role. **Please provide as much evidence as you can** to illustrate how you meet the criteria.

(Please do not exceed 750 words)

|  |
| --- |
|  |

**Faith Statement**

Please use the box below to give a statement of how your faith has developed over time, and how you see your faith being worked out in practice through the role applied for.

(Please do not exceed 500 words)

|  |
| --- |
|  |

**References**

Please give the name and address of at least two referees. One referee should be your most recent employer/organisation and one should be from your Church leader or a representative of your church.

We may request further referees on a case-by-case basis. By providing this information you consent to us contacting your referees in relation to your application.

|  |  |
| --- | --- |
| **Name** | **Telephone** |
| **Position** | **Email** |
| **Organisation** | **May we contact this referee:**  Prior to interview? Yes/No |
| **Address** | Prior to an offer? Yes/No |
| **Postcode** |  |
|  | |
| **Name** | **Telephone** |
| **Position** | **Email** |
| **Organisation** | **May we contact this referee:**  Prior to interview? Yes/No |
| **Address** | Prior to an offer? Yes/No |
| **Postcode** |  |
|  | |
| **Name** | **Telephone** |
| **Position** | **Email** |
| **Organisation** | **May we contact this referee:**  Prior to interview? Yes/No |
| **Address** | Prior to an offer? Yes/No |
| **Postcode** |  |

**Safeguarding and Criminal Records**

Castle Cary Methodist Church has a Safeguarding Policy which applies to all staff and volunteers. Since our work includes working with children there will be a requirement to obtain a check from the Disclosure and Barring Service. Employment by Castle Cary Methodist Church is subject to a satisfactory DBS check.

Having a criminal record will not necessarily bar you from working with Castle Cary Methodist Church but this will depend on the nature of the role applied for and the circumstances and background of the offence.

|  |  |  |
| --- | --- | --- |
| Do you have any unspent convictions? (please cross through as appropriate) | Yes | No |
| If yes, please give basic details: | | |

**Declaration and Consent**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I consent to Castle Cary Methodist Church carrying out a DBS check.

(If you do not consent to a DBS check being carried out, or if consent is withheld, we will unfortunately be unable to proceed with your application.)

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

(Please type your name if the form is submitted in electronic format.)

If you are appointed, this document will form the basis of your personnel record.

***Please return the fully completed application form to the following, marking the envelope ‘private and confidential’:***

Castle Cary Methodist Church

C/o 45 Victoria Park

Castle Cary

Somerset

Or email it in PDF format to: [castlecarymethodist@gmail.com](mailto:castlecarymethodist@gmail.com)

Please complete, and submit alongside your application form, the diversity monitoring form found over the page.

**Diversity Monitoring Form**

**Our Policy**

It is the aim of Castle Cary Methodist Church to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

**Monitoring Information**

To ensure that we meet our aims of encouraging diversity and inclusion, we want to build and maintain an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We therefore need your help and co-operation to enable us to do this but **filling in this form is voluntary.**

The information collected through this form will be used solely for monitoring purposes. It will be treated as confidential and held in accordance with our Data Protection Policy.

Please return the completed form with your application form. It will be detached from your application form and will not be seen by the shortlisting or interview panel.

**Your Details**

**Please state the post for which you are applying:**

**Your name:**

**Where did you first see/hear about this vacancy?**

**Monitoring Questions**

1. **Gender:** Man 🗆 Woman 🗆 Non-binary 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here …………………….

1. **Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆
2. **Age** 16-24 🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 prefer not to say 🗆

**Ctd.**

1. **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆 British 🗆

Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆

Prefer not to say 🗆

Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆

Any other ethnic group, please write in:

1. **Do you have a disability as defined by the Equality Act?**

Yes🗆 No 🗆 Prefer not to say 🗆

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

1. **What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

If you prefer to use your own term, please specify here:

1. **What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

1. **What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆

Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆 Prefer not to say 🗆

If other, please write in:

1. **Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆 Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆 Prefer not to say 🗆

**Sensitive Personal Data Consent Form**

In order to comply with the Data Protection Act 2018, Castle Cary Methodist Church must obtain consent to hold and use personal information about individuals that could be considered sensitive. The following has been highlighted as sensitive under the DPA 2018: racial or ethnic origin, political opinions, religious belief, trade union membership, physical or mental health condition, sexual life. The Act prohibits the processing of sensitive data except in specified circumstances, for example equal opportunities monitoring. It is only in this sensitive area that Castle Cary Methodist Church wishes to monitor in order to assess the effectiveness of its diversity and inclusion policy and to reduce the possibility of discrimination occurring.

By signing the statement below you are giving your consent to Castle Cary Methodist Church to process and handle sensitive personal data under the Principles of Data Protection as detailed in the Data Protection Act 2018, for the purposes of equal opportunities monitoring.

**Declaration:**

I understand that the information provided within this monitoring form will be used only for the purpose set out in the statement above, and my consent is conditional upon Castle Cary Methodist Church complying with the obligation and duties under the Data Protection Act 2018.

**Signed:**

**Print name:**

**Date:**

(Please type your name if the form is submitted in electronic format.)