**APPLICATION FOR THE POST OF**

**SOCIAL JUSTICE/INTER FAITH DEVELOPMENT OFFICER**

**FOR CHURCHES TOGETHER IN LANCASHIRE**

*Please complete this form either in black ink or type/word-process. You will need to e-mail it to us.*

# PERSONAL DETAILS PART A

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| **Surname** (BLOCK CAPITALS) | **Title** | **Other names in full** |

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| --- | --- |
| **Permanent address**  Post Code | **Telephone Numbers**    Home  Work  Mobile  **e-mail address** |

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| **State of Health**  Are you aware of any condition that might affect how you carry out the duties of the post? YES/NO  Will you need any special arrangements to be made to assist you at the interview? YES/NO  Do you suffer from recurring ailments? YES/NO If yes, please supply details.  How many days off sick have you had in the past year? |

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| Are you free to remain and take up employment in the UK with no current immigration restrictions? YES/NO  Do you have any criminal charges or summonses pending against you? YES/NO  Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO  If yes, please supply details. |

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| **Transport**  Do you have your own transport for use in the job? YES/NO  Do you have a current full driving licence? YES/NO *If the licence is not clean, please detail offences.* |

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| **Where did you see this post advertised?** |

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| **What period of notice are you required to give your present employer?** |

# EMPLOYMENT HISTORY PART B

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| --- | --- | --- | --- | --- |
| **List all employers starting with your present or most recent. Please be very brief about posts held more than 10 years ago unless they are particularly relevant to this application. Please explain any gaps in employment.** | | | | |
| Dates  from/to | Position held | Brief description of responsibilities | Name and address of employer | Reason for leaving |
|  |  |  |  |  |

**EDUCATION AND TRAINING PART C**

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| **Please look at the job description and the person specification and list details of any education and training which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates.** |
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**SPECIAL KNOWLEDGE AND SKILLS PART D**

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| **Please look at the job description and the person specification and give details of any special knowledge and skills you consider to be relevant.** |
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### SPECIAL QUALITIES AND ATTRIBUTES PART E

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| **Please look at the job description and the person specification and give details of any special qualities and attributes you consider to be relevant.** |
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**PART F**

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| **Why are you applying for this job?** |
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| **Please describe how you would work in the post.** |
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**If you have anything to add which you feel is relevant, please attach a page to this application form.**

**REFERENCES PART G**

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| **Please give the names of two persons in addition to your present employer from whom references can be sought. (*Please obtain their permission.) One of these three referees should testify to your current good standing with your denomination.***  **1** Name  Address  Tel  Occupation e-mail  May we approach this referee for a reference now? YES/NO  **2** Name  Address  Tel  Occupation e-mail  May we approach this referee for a reference now? YES/NO |

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| **Present Employer**  Name  Address  Tel  Occupation e-mail  May we approach this referee for a reference now? YES/NO |

**I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.**

Signed Date

* Please return your completed application to arrive as hard copy no later than 7 November 2013 to:

**CTL Application, North Western Synod Office, Franklin Street, Patricroft, Eccles, Manchester M30 0QZ.**

Please mark the envelope **CONFIDENTIAL.**

* Youare also required to e-mail it to[admin@nwsynod.org.uk](mailto:admin@nwsynod.org.uk)with the subject line of: CTL SJIFDO application.

All applications will be acknowledged within five working days. Late applications cannot be considered. Please see the document entitled 'applications' for further details of application requirements.