 **Application Form**

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| **Role Applied for:** |

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| Surname: |
| First Name(s): |
| Address: |
| Email: |
| Contact Telephone Numbers  Please indicate numbers and convenient times for us to contact you. Discretion will be used when contacting you at work.  Home:  Work:  Mobile: |

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| Do you have the right to legally work and live in the UK?  **NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes. Please view attached paperwork for further details.** |
| Do you require any special arrangements for interview and/or to help you take up this role? |
| **Rehabilitation of Offenders Act 1974**  Do you have any convictions which are not ‘spent’ within the meaning of the Act?  If so please give full details. |

***Instructions to Operations Manager: Please detach this page from the rest of the form and do not circulate to selection panel.***

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| **Name of applicant:**  **Role applied for:** |

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| **Education – Professional, Postgraduate, First Degree/Diploma** | | | | |
| Please list all **degrees/diplomas/professional qualifications** etc held or currently studied for, whether at first degree or postgraduate level, starting with the most recent. | | | | |
| From - To  Month/year | | Higher Education Institution | Award and Title of Award (HND/Degree/Dipl/Msc/PhD etc) List main subjects below title | Results  (expected/awarded) |
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| **Education – Prior to Higher Education** | | |
| Please list all qualifications achieved (other than higher education) **e.g. - GCSEs, A Levels etc.** List most recent first. | | |
| From - To  (Year) | School/College | Level and Number of Examinations  Taken (eg 5 GCSE’s) |
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| **Employment and Work Experience** | | | |
| Please describe briefly any work (whether paid or unpaid) you have undertaken, starting with the most recent. | | | |
| **From - To**  **Month/Year** | | **Employer** | **Job Title/Responsibilities** |
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| **Membership of Professional Bodies/Institutions** | |
| Please give details of any professional bodies, societies or institutions. | |
| Name of Professional Body |  |
| Registration Type (ie full, limited) |  |
| Registration Number |  |
| Renewal Date |  |

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| **Other Relevant Training** |
| Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. |
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| **Personal Interests/Achievements** |
| Use the space below to describe **with dates (year)** any activities you take part in. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest. |
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| **Supporting Statement** | |
| Explain why you have applied for this job, outlining relevant qualifications and experience as they relate to the **person** **specification**. Emphasise why you consider yourself to be a strong candidate. Please use as much space as is required. | |
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| **References** | |
| Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.  Please note that referees may be approached prior to interview . | |
| Name: | Name: |
| How is the referee known to you? | How is the referee known to you? |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

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| **Availability** |
| Please give the date from which you are available for employment |

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| **Declaration** |
| 1. I acknowledge that an appointment, if offered, will be subject to satisfactory references which are acceptable to Churches Together in England.   2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action. |
| Signed: Date:  Name (please print) |