



Children's & Families' Worker application form May 2024



Personal details

Full name:

Permanent address:

Post code:

Telephone no. home:

work:

mobile:

Email address:

National insurance no:

Name and address of church currently attended:

Please give details of all schools/colleges attended, any relevant training courses completed (must include Safeguarding) and qualifications gained (most recent first):

DATES		School/College/University	Qualifications
From	To		

Employment history

Please briefly describe your previous employment (most recent first):

DATES		Job Title and Employer	Main Duties
From	To		

Christian life

Please tell us how you became a Christian and what it means for you today. (approx. 250 words):

What is your current and recent involvement in church life? (approx. 300-400 words):

The Post:

Tell us what excites you about this post. (approx. 250 words):

Explain why you would be suitable for this post, with reference to the job description and person specification (approx. 500-600 words):

Particular requirements

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview. Please give details of any particular arrangements you will need us to make in order for you to attend an interview in July.

Please describe any particular requirements you may need at work, which can be discussed with you at interview:

Additional information

Please use this space to provide any additional information relevant to your application, including any personal interests, strengths or achievements that might be applied to the role:

Do you hold a current driving licence?

Yes/No

Are there any restrictions on you taking up employment in the UK?

Yes/No

Have you ever been convicted of a criminal offence other than motoring offences and spent convictions?

Yes/No

(If yes, please give full details)

Do you hold a current enhanced DBS certificate?

Yes/No

How did you hear about the vacancy?

References

Please give the names and addresses of two referees who have knowledge of your work and character. Ideally, the first should be your most recent employer, the second your current church leader (if not also your most recent employer) or a Christian friend:

Name:	Position / relation to you:	
Address:		
Email:	Telephone:	
May we approach this referee without further reference to you?		Yes/No
Name:	Position / relation to you:	
Address:		
Email	Telephone:	
May we approach this referee without further reference to you?		Yes/No

Timeline for Applications

Closing Date – Monday 17th June

Interview Date – July

Start Date – September 2024 (earlier start date would be considered)

Declaration

If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a DBS (Disclosure and Barring Service) check.

Please note that this post is subject to a satisfactory Enhanced DBS check and references.

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION
SUPPLIED BY ME IS CORRECT.**

Signed.....

Date.....

Please send your application to:

parishoffice@stmarysrisborough.org.uk

or by post to:

**St Mary's Parish Office,
c/o The New Rectory,
Church Lane,
Princes Risborough,
Bucks
HP27 9AW**

NB please do not submit a CV as we cannot accept any

Guidance notes on completing the application form

The purpose of these notes is to provide you with some guidance on completing the application form. Please **DO NOT** submit a CV instead of completing this form –they will not be accepted.

The Job description and Person Specification list the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.

General points

Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

Education and Training

Please give as much detail as you can about your education and training. Formal qualifications or other relevant training will be considered whether they have been gained at work, in the home or through social activities.

Employment History

Please include a brief summary of the main duties and responsibilities in your present role and in any previous positions. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details of what you were doing during this time, (e.g. travelling, raising a family, studying or unemployed).

Christian Life; The Post

These sections are your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, church and leisure) that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in these sections; and please specify examples of your own responsibilities and achievements, (not those of your team or department), which are relevant to the successful undertaking of this post.

Please remember that the St Mary's Appointment Group who will be considering your application can only use the information you provide on your application and will not make assumptions or deductions. Do provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements of the post.

Additional information

Please use these sections to supply any further information that you think will be relevant to your application.

We also need you to let us know if you have any unspent criminal convictions, and also whether you are entitled to work in the UK. For this post you will be required to obtain a DBS disclosure.

Particular Requirements

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work.

References

Please think carefully about your referees, and if possible ask your current employer, your church leader or a good Christian friend. If you are a school or college leaver you should give your head-teacher or college course leader's details in place of an employer.