



# Appendix L1 Application Form (Paid post)

to be used only in conjunction with relevant job description

The information of this application form will be kept confidentially by church/the place of worship/group, unless requested by an appropriate authority.

If there is insufficient room to fully answer any question, please continue on separate sheet(s).

Name of church/place of worship/group:	
Job applied for:	Ref:
Surname:	<p style="text-align: center;">Contact telephone numbers</p> <p>Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p>
First name(s):	
Address:	
Email:	

**Do you have the legal right to 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?**

### Education – Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications** etc held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From Month/Year	To	Higher Education Institution	Award and Title of Award (HND/Degree/Dipl/Msc/PhD etc) List main subjects below title	Results (expected/awarded)

### Education – Prior to Higher Education

Please list all qualifications achieved (other than higher education) e.g. - **GCSEs, A Levels etc.**  
**List most recent first** and give all results known whatever the outcome.

From Month/year	To	School/College	Examinations Taken	Results awarded

### Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken.  
Highlight (\*) the two most relevant and note what you have achieved.

From Month/Year	To	Employer	Job Title/Responsibilities	Achievements

### Other 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.

### Personal Interests/Achievements

Use the space below to describe with dates (year) any part-time activities. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

### Specific Skills

1. List any languages that you know indicating level of proficiency (basic/working knowledge/fluent/mother tongue).
2. Specify your experience with any generic computer packages/programmes (limited/working knowledge/extensive).
3. Indicate any other specific relevant skills (graphics skills etc).

### Suitability for the Post

Explain why you have applied for this job, making sure that you fill out each section below to outline your relevant qualifications and experience as they relate to the person specification. Emphasise why you consider yourself to be a strong candidate. Please use a further sheet of paper if necessary.

***Why are you applying for this role?:***

**Education and Qualifications:**

**Knowledge & Experience:****Skills & Abilities:****Other:***Willing to work within the Christian ethos of the United Reformed Church:***References**

Please give details of two individuals, not related to you, who would be willing to provide employment references. One of these must be your present employer if you are currently working (paid or voluntary). Please ensure that your referees provide relevant information, if possible. If the job you are applying for involves caring for children and/or vulnerable adults, one of the referees should be able to comment on this. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Full Name:	Full Name:
How is the referee known to you?	How is the referee known to you?
Position:	Position:
Address:	Address:

Telephone:	Telephone:
Email:	Email:
<b>Availability</b>	
Are you available for interview on <b>xxxxx</b> ?	Please give the date from which you are available for employment:

<b>Criminal record checks</b>	
<p>If the role you are applying for involves frequent or regular contact with or responsibility for children or adults at risk, you will be required to undertake a Disclosure and Barring Service (DBS) check, or the Scottish equivalent, a Protecting Vulnerable Groups (PVG) disclosure record. To proceed with this, you will be asked to complete a self-declaration form (Appendix N of <i>Good Practice 5</i>), which needs to be placed in a separate envelope, sealed and sent to the appropriate person at the time of application, before the deadline.</p> <p>The form will not be opened before the decision to interview has taken place.</p>	
Is the job you are applying for related to regulated work or activities with children, young people or vulnerable adults?	Yes <div style="text-align: right;">(Please tick)</div> No

<b>Declaration</b>	
<p>4. 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 if employed.</p> <p>5. I acknowledge that an appointment, if offered, will be subject to satisfactory references and clear criminal record checks for those who undertake regulated activities and work with children and/or adults at risk.</p> <p>6. If it applies, I have sent the self-declaration form to the person advised in a separate, sealed envelope.</p>	
Signed:	Date:
Name (please print):	

Thank you for taking the time to complete this form.