

CHRIST CHURCH Highbury

Application form for employment



Please complete this form in full supplemented by additional sheets if necessary. **CV'S WILL NOT BE ACCEPTED.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Position applied for:	
Where did you see this job advertised?	

Personal details

Surname:	Title:	First names:
Current Address:		Previous Surname:
County:		Preferred Name: (name you wish to be known as)
Post Code:		
Telephone number:		Do you require permission to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile number:		If Yes, please give details:
Email:		

Current Employment (if applicable)

Name of current/last employer:	
Start Date:	End Date:
Title/description of your current job with key responsibilities:	
Current / Final salary:	
What periods of notice are you required to give to your present employer?	
Reason for wishing to leave:	

Previous Employment

Please list you full employment history and explain any breaks in employment and how this time was spent. (Add rows or continue on a separate sheet if necessary)

Start Date	End Date	Job Title and Key responsibilities	Name of Employer	Reason for Leaving

Education and Qualifications (add rows or continue on a separate sheet if necessary)

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training

Date	Topic Covered	Training Provider

Professional Membership/Registration

Issuing Body	Registration Number	Date Gained	Expiry Date

Name and Address	Telephone Number	Email Address
1. This is my previous Line Manager – *YES / NO		

Name and Address	Telephone Number	Email Address
1. This is a Personal Friend / Colleague – *YES / NO		

***Delete as appropriate**

Additional Information

Please give below any further information that is relevant to your application, e.g.: periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

Declarations

The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent?

YES NO

Have you ever received any cautions, reprimands, final warnings or convictions?

YES NO

Professional Conduct

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?

YES NO

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?

YES NO

At the same time I agree to inform Christ Church Highbury immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post.

If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that Christ Church Highbury is not legally allowed to employ persons who are deemed 'not fit' to work with vulnerable adults or children and that if any information I have given is found to be false or misleading, they can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed:..... Date.....

PLEASE RETURN THIS FORM to: office@christchurchhighbury.com or by post to: Christ Church Highbury, 155 Highbury Grove, London N5 1SA.