Application Form

Emmanuel Group of Churches

Guidance for completing your application form:

1. Please complete your application form electronically or by post and return to Haydon Spenceley [haydon.spenceley@emmanuelgroup.org.uk](mailto:haydon.spenceley@emmanuelgroup.org.uk) ***Please read the job description complete the form as fully as possible, include any other information that would be relevant to the role***.
2. All offers of employment are subject to receipt of proof to work in the UK, references and DBS disclosure which are satisfactory to the Trustees.
3. Intentionally providing false information during the application process may result in dismissal, if an applicant is offered employment on the basis of inaccurate information stated in this form or at interview.

|  |  |
| --- | --- |
| Post Applied for | Youth Worker |

**Personal Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | Title: |  |
| Forenames: |  | | | |
| Address: |  | | | |
| Town / City: |  | Post Code: | |  |
| Home telephone: |  | Work telephone: | |  |
| Mobile: |  | Email: | |  |

|  |  |
| --- | --- |
| **Criminal Activity Declaration** |  |
| Criminal Activity: - *please note: we require that all convictions, spent or otherwise, are disclosed*    Have you ever been convicted of a criminal offence?    Do you have a case currently pending against you?  If YES, please give details:    Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. This position involves substantial access to children and young people and therefore a system of checking police records for possible criminal background will be implemented.    *A conviction will not debar applicants from consideration.* | |

Declaration:

I certify that all the information provided in this application form is, to the best of my knowledge, true and complete. I understand that if any details are found to be false, any offer of employment may be withdrawn or employment terminated. I confirm that I am eligible to work in the UK.

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

*If you submit this form electronically and you are shortlisted for interview, you will be asked to sign the declaration at that time.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present Employer *– if currently unemployed please state and move onto previous employment history:*** | | | | |
| Name of organisation: |  | | | |
| Address: |  | | | |
| Town / City: |  |  | Post code: |  |
| Post Held: |  |  | Notice required: |  |
| Hours worked per wk: |  |  | Start date: |  |
| Reason for seeking other employment: |  | | Salary or hourly rate |  |
| Please give a brief description of your current duties and responsibilities: | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment History** *–* ***most recent first, please write any reasons for any gaps in your work history:*** | | | | |
| Employer’s name and address | From: (MM/YY) | To:  (MM/YY) | Position held and brief description of duties: | Reason for leaving: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid or Voluntary positions *– most recent first:*** | | | | |
| Organisation’s name and address | From: (MM/YY) | To:  (MM/YY) | Position held and brief description of duties: | Reason for leaving: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Education and Training Please put most recent first** | | |
| Education provider | Course Title | Qualification / Grade obtained: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**References:**

*Please note that we must be able to obtain references for you that cover the past three years. These should be employment references but references from other professionals to cover career gaps*

*References will only be taken up for applicants selected for interview and you should ensure your referees are able to respond promptly*

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Job Related Training *– please add any further information that may help your application*** | | | |
| Provider | Date achieved | Course Title | Qualification / Grade obtained: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Job Title: |  | Job Title: |  |
| Organisation: |  | Organisation: |  |
| Email: |  | Email: |  |
| Address: |  | Address: |  |
| Telephone number: |  | Telephone number: |  |

May we contact your present employer at this time? YES/NO

**Information in support of your application:**

*Please give details of how you meet the requirements of the job description and person specification by providing details of your key skills, achievements and experience. Please also tell us why you are applying for this role.*

*Please include your involvement in church life, experience in youth ministry and why you are suitable for this job (please feel free to include further information on a separate sheet)*

|  |
| --- |
| **DISABILITY: – *please use the following section to inform us on reasonable adjustments that may be required***  The Equality Act 2010 defines the protected characteristic of disability as:  *‘A person (P) has a disability if— (a) P has a physical or mental impairment, and (b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.’*  Based on this description, do you consider yourself to be disabled? Yes / No  If the answer is Yes, please detail any reasonable adjustments to be made to enable you to carry out this role? |

|  |
| --- |
| How long have you been a Christian?  Briefly describe how you became a Christian:  How would you describe your spiritual life currently?      Name of minister/pastor/vicar :  Name and address of church attended: |