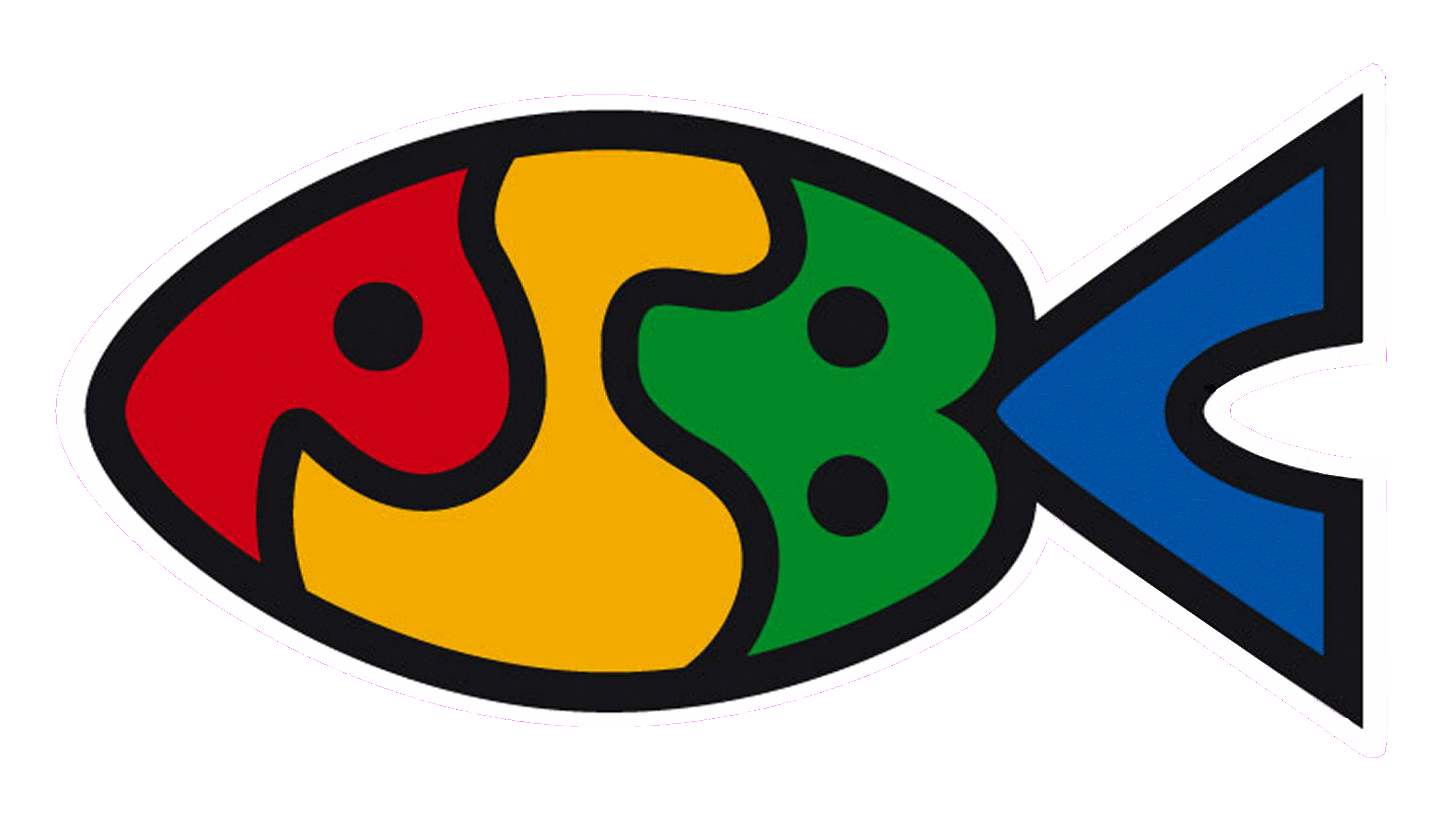
Potter Street Baptist Church

98 Potter Street



Chapel Lane

Harlow

Essex CM17 9AW

www.psbc.co.uk

Application for employment

1. Please write clearly in BLACK INK. Print your name on any additional sheets you supply.
2. Complete all sections and attach CV if available/applicable.
3. The successful candidate must undergo an enhanced Disclosure & Barring Service check.
4. You may be required to undertake a medical prior to appointment.

Position applied for Children, Youth & Families Worker

How did you find out about this opportunity?

1. Personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name(s) |  | | Surname |
|  | |  |
| Date of Birth | Home address |  | | |
|  |  | | |
|  | Post Code | |
| Home Phone |  | | | |
| Mobile Phone |  | | | |
| Email |  | | | |

2. Education – Qualifications – Training

Include school from the age of 11 and further/higher education and other relevant training

You will be required to provide original qualification documents if called for interview

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name of school/college etc | Qualification | Grade |
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Please continue on a separate sheet if more space is required.

Are you a member of a Professional body: please give full details (level, expiry etc)?

Do you hold a full driving licence: Yes For how long: years. No

Do you have any convictions or points on your licence? No

Yes please give details:

3. Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present/Most recent position | |  | | |
| Employer | |  | | |
| Start Date |  | | Finish date  (if applicable): |  |
| Salary |  | | Brief description of the role: | |
| Notice period |  | |
| Reasons for leaving (if applicable): | | |  | |

EMPLOYMENT HISTORY (please cover at least the last 10 years, where possible, with most recent first) If there are gaps please indicate activity e.g. voluntary work, study, etc.

| Dates from/to | Name & address of employer | Salary on leaving | Job title & duties | Reason for leaving |
| --- | --- | --- | --- | --- |
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Would you require any special support/facilities to enable you to undertake the role if you were appointed? No Yes

Details if Yes

4. Faith

As a Christian organisation, PSBC requires its employees to identify with its Christian ethos and values. How are you able to do this?

5. Supporting Statement

Please use this section to give a further account of your experience relevant to the position applied for. Include information to support your application, reason for applying, what you can offer PSBC & CLC not covered above.

*Please use a separate sheet if more space is required*

6. References

*Please note that references must be originals relating to this job, and are normally obtained before the interview*

Please submit 2 referees, 1 of which MUST be from an employer during the past 3 years. A referee must NOT be a relative, spouse or partner.

Referee #1 Present/most recent employer:

Name & title of contact

Employer’s address

Post Code

Telephone Email

Referee #2 – someone you’ve known for 2-3 years who can support your aptitude for this role

Name & Profession of contact

Address

Post Code

Telephone Email

# 7. Equal Opportunities Monitoring

Potter Street Baptist Church is actively opposed to discrimination and is an equal opportunities employer for all who apply to us for employment. To help monitor our policy of equal opportunities, we should be grateful if you would provide the following information. Your help in this matter is entirely voluntary and will in no way affect your application. Thank you for your help.

**I would describe my ethnicity as:**  ***Please tick one box only***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ethnicity | White | Black | Mixed | Other |
| African |  |  |  |  |
| Asian |  |  |  |  |
| Asian British |  |  |  |  |
| British |  |  |  |  |
| Caribbean |  |  |  |  |
| European Non British |  |  |  |  |
| Irish |  |  |  |  |
| Mixed/multiple groups |  |  |  |  |
| Other |  |  |  |  |

8. Declarations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please tick the appropriate box.* |  |  |  |  |
| Are you required to have a work permit? | Yes |  | No |  |
| Have you had any criminal convictions?\* Full details on separate sheet. | Yes |  | No |  |

\*Due to 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 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Potter Street Baptist Church. Any information given will be completely confidential.

* I authorise Potter Street Baptist Church to obtain references to support this application and accept and release PSBC and referees from liability caused by giving and receiving information.
* I give express permission for my personal data, consisting of information in sections 4, 5, 8 & 9, to be held and processed by PSBC.\*\*
* I confirm that the information given on this form is correct and any misleading or falsification of information may be proper cause for rejection or, if employed, dismissal.

Signature: Date:

\*\* PSBC will not pass on any of your personal information to a third party unless instructed to do so by law. Your information will be held during the recruitment process. Only the successful candidate’s details will be retained on file. All other paperwork will be shredded.

Return form to

|  |
| --- |
| Mrs Pat Jenkins  25 Wedgewood Drive  Church Langley, Harlow  Essex CM17 9PX  OR email  psbcmember@gmail.com |