|  |  |
| --- | --- |
| High Res Full PNG logo | Application for Employment**Section A**This form is not complete without Sections B and C.Please note the completed form is to be submitted electronically |

First save this form under another file name. To complete this form, point your mouse arrow on to the highlighted portions OR use your tab key to move between the highlighted fields and start typing. You must complete the application form in full as we do not accept CVs.

|  |  |
| --- | --- |
| Post applied for: Children and Family Worker | Where did you become aware of this vacancy? |
| 1. **Personal Details** (Please use block capitals)   Title:  Full Name:  Correspondence Address:      Postcode:  E mail address:  Tel. number (Day):  Tel. number (Evening):  Mobile: | Do you hold a current Full Driving Licence?  Yes  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Education** | | | | | |
| **School/College/University** | **Dates attended** | | **Subject/Course** | **Level of exam** | **Grade** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Other Qualifications / Training:** |

|  |  |  |
| --- | --- | --- |
| 1. **Present Employment** | | |
| Name and Address of present employer: | Job Title: | Date Started: |
| What is your notice period? | |
| Present salary / benefits package: | |
| Description of present responsibilities: | | |
| Please detail any volunteering roles that you carry out, in the church, community, children’s work: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Employment and Career History** (Please list most recent positions first) | | | | |
| **Name of employer** | **Position and**  **responsibilities** | **Dates** | | **Reason for leaving?** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Attraction of this role** | | |
| What has attracted you to apply for this post? |

|  |  |
| --- | --- |
| 1. **Christian Commitment** | |
| When and how did you become a Christian? When did you know for sure? | |
| What was the date of your Baptism? | |

|  |  |  |
| --- | --- | --- |
| 1. **References** (Please give the names and addresses of three referees who are not related to you, ideally at least one who is able to comment on your work with young people) | | |
| **Referee 1**  Name and address      Telephone number (home)       Telephone number (work)  Email address  **Referee 2**  Name and address      Telephone number (home)       Telephone number (work)  Email address  **Referee 3**  Name and address      Telephone number (home)       Telephone number (work)  Email address  Should we wish to call you for interview, then the references will be taken up after the initial interview. If you do not wish any of the above to be contacted prior to accepting a formal offer, please indicate which below: |
| Referee 1  Referee 2  Referee 3 | | |

1. **Other information**

What are your hobbies and leisure interests?

|  |  |
| --- | --- |
| High Res Full PNG logo | Application for Employment**Section B** (Please ensure this remains attached  to Sections A and C) |

How would you describe your relationship with God? (100 words approximately)

What are your ministry priorities? (100 words approx.)

Please describe your calling or sense of God’s guidance leading you into young people’s ministry?

Briefly outline your church background and the reasons for your current church affiliation?

Do you accept the EA Basis of Faith?  Yes  No

Please see web site www.eauk.org/about/basis-of-faith.cfm

Do you accept the theology and practice of believer’s baptism?  Yes  No

Briefly, what do you believe about church leadership and teamwork in local church ministry?

**Personal Evaluation**

Please describe what gifts, skills and experience you can offer? (250 words)

**Declaration**

I confirm to the best of my knowledge, all the information given in this application form in Sections A and B, is true and correct and can be treated as part of any subsequent contract of employment.

Signature       Date

You will be asked to sign the form if called for interview

|  |  |
| --- | --- |
| High Res Full PNG logo | Application for Employment**Section C** (To accompany Sections A and B |
| Post applied for: Children and Family Worker | Name: |

Criminal Convictions Declaration

In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. [Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances.] The rules are complicated, so it is important you read the guidance below as part of making your application.

As part of any offer of employment candidates will be subject to one of the following:

• For posts in regulated work – Protection of Vulnerable Groups Scheme membership

• For all other posts which are subject to a criminal conviction record check – A Police Act check

• For posts not subject to a criminal conviction record check – A self-declaration

For more information on the rules visit:

<https://www.mygov.scot/convictions-higher-disclosures/?via=http://www.disclosurescotland.co.uk/SummaryoftheChanges.htm>

For more information on offences which must always be disclosed:

<https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclsoure--revisedAlwaysDiscloseList--8February2016.pdf>

For more information on offences which are to be disclosed subject to rules:

<https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/documents/HigherLevelDisclosure--revisedRulesList--8February2016.pdf>

Have you ever been cautioned, charged or convicted of a criminal offence or are you at present subject to criminal charges?  Yes  No

NOTE: This position is exempt from section 4(ii) of the Rehabilitation of Offenders Act 1974 as the position will provide access to people under 18. You are therefore **NOT** entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act.

If YES, what was the nature of the offence? The disclosure of an offence may not be a bar to your application.

Have you ever had a PVG (DBS England) check?  Yes  No

If yes’ when?

What was the result?

Do you agree to the carrying out of any further checks required?  Yes  No

Are you eligible to work in the UK?  Yes  No

If ‘yes’ under what conditions and is there a time limit?

I certify that the information above in Section C was completed by the hand of the undersigned and is true to the best of my knowledge.

Signature:       Date:

You will be asked to sign the form if called for interview.

Please return the completed form electronically to applications@culduthelchristiancentre.org

If this form is completed by hand, please scan the form and send electronically. Thank you.