

**APPLICATION FORM for EMPLOYMENT WITHIN THE CATHOLIC CHURCH IN ENGLAND & WALES
FOR POSTS INVOLVING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

***By applying to work with children or vulnerable adults within the Church, you are confirming that you are not barred from working with vulnerable groups.
If this is not the case, you are committing a criminal offence.***

DISABILITY If you are unable to complete this form yourself because of a disability, it may be completed on your behalf by someone else but you must sign it. If you are invited to interview, you will be asked for details of any additional assistance or equipment you may require for the assessment tests or at interview.

PERSONAL INFORMATION

ROLE APPLIED FOR:

Surname / Family Name Mr/Mrs/Miss/Ms

Any other name/s you may have been known by

.....

Forenames

Home Address

.....

Home Tel Work Tel May we contact you there? YES/NO (Please circle)

Nationality

If you are not a British or EU national please give details of any conditions related to your employment.

.....

What is the earliest date you could commence employment with us?

PRESENT or MOST RECENT EMPLOYMENT

Please use additional A4 sheets if necessary, each labelled with your name and the job reference.

Job Title:
Dates Employed:
Current or Most Recent Salary:
Reason for Leaving:
Employers name & address:
Key responsibilities of the role:

SAMPLE

EMPLOYMENT PRIOR TO THE ABOVE (Record all roles/posts you have had starting with the first)

All time since leaving full-time education should be accounted for. Full details should be given of any period not accounted for by full-time employment, education or training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview.

From Month/Year	To Month/Year	Title & Key Duties Of the role	Employers Name and Address	Reason for leaving

EDUCATION AND QUALIFICATIONS

From	To	Name of School, College, University	Full or Part-time	Examinations passed Qualifications gained

PROFESSIONAL QUALIFICATIONS

Awarding body / Qualification	Level/grade of membership	Date obtained	Registration No.

RELEVANT TRAINING - give details of relevant training attended in the last 2 years

Dates	Details of training

EXPERIENCE and RELEVANT SKILLS

You must assess yourself against each of the selection criteria on the person specification and give specific examples of how your skills, knowledge etc. meet these criteria, your evidence must be concise and to the point.

SAMPLE

(Continue on a separate sheet if necessary, indicating your name and the job reference no)

REFEREES

Please state the names and addresses of three persons, not related to you, from whom references may be obtained. One must be your current or most recent employer. Please note that we reserve the right to contact any previous employer for a reference & to conduct pre-employment vetting checks including a DBS Disclosure .

Name & Position	Address and Telephone No.	Relationship to applicant	How long has the referee known you?
Name & Position			
Name & Position			

Please confirm that we may contact your employer at this stage YES / NO (Please circle)

THIS POST IS SUBJECT TO AN *ENHANCED LEVEL DBS Disclosure and/or Barred List check (WEF Sept 2012). * Delete as appropriate.

CAR USAGE

(For roles/posts where you will use your car in relation to your work)
Do you hold a full, current driving licence? YES / NO ? (Please circle as appropriate)
Do you have a car which you can use for work? YES / NO ? (Please circle as appropriate)

HEALTH

How many days' work or education have you missed because of illness or injury during the last 2 years? Please give brief details.
.....
.....

A medical may be required at our expense. Are you willing to undergo this? YES / NO (Please circle)

DECLARATION

In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed in accordance with Church policy for the purposes of recruitment and employment.

I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed it will be stored for 6 months and then destroyed.

By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence.

I understand that if appointed, the fact that I have had pre-employment vetting check swill be entered on the national CSAS confidential database in accordance with policy, and will be retained indefinitely.

I also understand that my Safeguarding Self Declaration Form will be held securely & in strict confidence by the Safeguarding team, and retained for 75 years.

* See notes below

The information given is to the best of my knowledge and correct. I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal / legal action.

Signature

Date

**** This form is a sample form to be used when recruiting someone to work with vulnerable groups per Best Practice guidance. Consideration should be given to seeking Employment legislation input particularly relating to Equal Opportunities and retention periods of application information if the person is not appointed.***