# JOB APPLICATION FORM

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| **Role Ref No:** |

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| **POST:** | |
| **SURNAME (Capitals):** | **OTHERS NAMES IN FULL:** |
| **ADDRESS:**  **Postcode:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **TELEPHONE:**  **Work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Home:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **REFERENCES**  **Please give names of two referees (*Please obtain their permission)*** |
| **Name:** |
| **Address:**  **Email:** |
| **Occupation:** |

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| **Name:** |
| **Address:**  **Email:** |
| **Occupation:** |

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| **PRESENT EMPLOYER: May we approach for reference now? *Please circle* YES / NO**  **Name:** |
| **Address:**  **Email:** |
| **Occupation:** |

## EDUCATIONAL AND TRAINING DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Schools attended** | **From** | **To** | **Details of subjects & examination results** |
|  |  |  |  |

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| --- | --- | --- | --- |
| **College and/or University** | **From** | **To** | **Details of examination results and qualifications held** |
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| **Membership of Professional bodies** |
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## EMPLOYMENT DETAILS

## PRESENT APPOINTMENT

**(Please give details of your present/latest appointment)**

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| Present/latest employer: | Type of business: |
| Address: | Starting date: |
| Leaving date: |
| Job Title: | Duties/responsibilities: |
| What period of notice would you be required to give: | Reason for leaving |

## PREVIOUS APPOINTMENTS

**(Please state what you have done in the course of your career, in reverse chronological order)**

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| **Dates** | | **Name & Address of employer** | **Position held** | **Brief description of responsibilities** | **Reasons for leaving** |
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**(Please continue on separate sheet if necessary)**

## INFORMATION IN SUPPORT OF YOUR APPLICATION

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| **Describe your present appointment in terms of its responsibilities and relationships** |
| **(Continue on separate sheet if required)** |

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| **Give reasons why you think you would be suitable for this post** |
| **(Continue on separate sheet if required)** |

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| **Please note here any other employment that you would wish to continue with if you were to be successful in obtaining this role.** |
| **Do you hold a current driving licence? Please circle YES / NO** |
| **Where did you see this post advertised?** |

## CHURCH OF ENGLAND CONFIDENTIAL DECLARATION FORM

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| *The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998. See Below*  *If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.*  *Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA*  1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both ‘spent’ and ‘unspent’ convictions) YES / NO  2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules? YES / NO  Notes applicable to Q 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).  Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare all convictions and / or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules.  If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare ‘unspent’ and  ‘unfiltered’ convictions / cautions etc.  Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.  If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.  3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO  4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO  5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you? YES / NO  6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO  Note applicable to Q 6 ‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.  7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO  8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)? YES/NO  If you reply yes to Q 7 and/orQ 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.  9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO  10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable  If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).  Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include the majority of clergy, (for instance, those resident in a vicarage etc.)  Declaration  I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.  After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.  Signed…………………………………….  Full Name………………………………..Date of Birth………………………………..  Address…………………………………………………………………………………………  …………………………………………………………………………………………  Date………………………………………..  Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.  All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.  Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.  NB: Our Data Privacy Notice is available to read on a Separate Document. Please Read and Sign that you understand how your data may be used in the event of being appointed.  If appointed I agree that I understand my data may be used in accordance with the PCC of St Clement, Leigh on Sea Data Privacy Notice.  Signed…………………………………….  Full Name………………………………..  Date ……………………………….. |

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