

Application Form



APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

POST:	Administrative Assistant (Part Time)
METHODIST CHURCH/CIRCUIT:	Hockley & Hawkwell Methodist Church
CIRCUIT NO.	Southend & Leigh
DISTRICT:	Bedfordshire, Essex and Hertfordshire
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	Rev Steve Watts 259 Eastwood Road Rayleigh Essex SS6 7LF E-mail: revswatts@btopenworld.com Telephone: 01268 770333
CLOSING DATE:	30 th November 2018

Please complete this application in black ink or black type

NB You can find full details of this post on the Hockley & Hawkwell Methodist Church website at <http://www.hockleyhawkwellmethodist.org.uk/>
This application form is a standard form used for a wide range of jobs throughout the Methodist Church in Great Britain – it's not as complicated as it may seem so please don't be put off by it. Do not think you have to fill in all the space below each question.

1. PERSONAL DETAILS

This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with * must be completed.

Post applied for:		
Reference No:		
Where did you hear about the post		
Title:		
Surname: (Block letters)		
First names:		
Address: (Block letters)		
Post Code:		
Telephone number:	Home:	
	Daytime:	
	Mobile:	
E-mail address:		

WORK PERMIT* : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick) Yes No

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick) Yes No

If **"No"** please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please supply further details:

EQUAL OPPORTUNITIES:

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

Data protection statement

- *The information that you provide on this form will be used to process your application for employment. We process this information in line with our [Privacy Policy](#)*
- *If you succeed in your application for employment, the information will be used in the administration of your employment with us.*
- *By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our [Privacy Policy](#).*

Instructions to church, circuit or district: The first 3 pages of the application form should be removed before circulating the application form for shortlisting.

APPLICATION FORM

Applicant to Complete	
FULL NAME	
POST TITLE	Administrative Assistant (Part Time)
METHODIST CHURCH/CIRCUIT	Hockley & Hawkwell Methodist Church
CIRCUIT NO.	Southend & Leigh
DISTRICT	Bedfordshire, Essex and Hertfordshire
CLOSING DATE	30 th November 2018

For Office Use Only	
Date Received	
Application No	
Special needs at Interview	
Shortlisted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appointed	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

3. Why are you applying for this job?

4. What particular proven abilities, qualities and other attributes would you bring to the post?

5. How do you think you would do the job?

6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

7. Additional Information

You are welcome to give additional information, which may be written, in the space below.

8. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

1.

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

2.

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

3.

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature:

Date:

Last Date Modified: 3rd October 2018