

Confidential Application for Employment



When completed please return to:

South Street Baptist Church
66-68 Greenwich South Street
Royal Borough of Greenwich
London, SE10 8UN

Please note, only the information given in this application form will be considered in determining whether or not we will interview potential candidates. Please specifically address the criteria detailed in the enclosed Person Specification.

CVs and similar documents will not be considered.

Post applied for: _____

Where did you see this job post advertised? Church/Facebook/Twitter/Internet (please state website)

1. Personal Details

Title: _____ Surname: _____ First Name(s): _____

Place of birth: _____

Address: _____

_____ Postcode: _____

Email: _____

Tel: (Home) _____ (Mobile) _____

2. Education/Qualifications/Training Courses

Date	Establishment/Course	Qualifications obtained	Grade/Level

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Professional Bodies, of which you are a member, please give full details of level, when obtained and expiry:

3. Employment

Present/most recent employer: _____ Name of Business: _____

Job Title: _____ Salary: _____ Start Date: _____

Brief description of role:

Are you still employed? **Yes/No** If Yes, how soon could you take up your post? _____

If No, date employment ended: _____

Reason for leaving: _____

Employment History (covering the last seven years, stating the most recent employer first). Please account for all gaps in employment history, including any voluntary or community work.

Dates Start/End	Name and business address of employer	Salary (on leaving)	Job title and role	Reason for leaving

Has there been any previous or current contact with South Street Baptist Church? **Yes/No**

If yes, please provide details:

4. Driving Details

Do you drive? **Yes/No** How long have you held a licence? _____

Do you have use of, or access to a car? **Yes/No**

5. Religious Beliefs

South Street Baptist Church (SSBC) is a Christian organisation with a clear Christian Ethos (see our belief statement). All staff are required to be sympathetic to the Christian beliefs, even for posts where being a practicing Christian is not a requirement.

Please state your views regarding the SSBC belief statement: (continue on additional sheet if necessary)

For posts where the Person Specification indicates that the post-holder is required to be a practicing Christian; please provide details of your beliefs within the faith, where you attend a place of worship, and which ministries, or church related activities you are involved in: (continue on additional sheet if necessary)

6. Convictions

Have you been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? **Yes/No**

If yes, please state full details on a separate sheet.

Because of 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 (Exemptions) Order 1975. Therefore, applicants are not entitled 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. Any information given will be strictly confidential. A criminal record will not necessarily be a bar to obtaining a position.

7. References (Please note that references may be obtained before the interview)

Please provide the name and address of **TWO** referees, one of whom should be your current and most recent employer who will be able to comment on your suitability for this current post.

Current/most recent employer: May we approach your employer prior to the interview? **Yes/No**

Contact Name: _____ Position/role: _____

Business Name: _____

Email: _____ Telephone No: _____

Personal Referee:

Name: _____ Position/role: _____

Capacity in which known: _____

Email: _____ Telephone No: _____

For posts where the Person Specification indicates that the post-holder is required to be a practicing Christian:

Pastor/Church Leader:

Name: _____ Position/role: _____

Church: _____

Email: _____ Telephone No: _____

8. Supporting Statement

Please state in detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences. Please state why you are applying for this post. Continue onto an additional sheet if necessary.

9. Declarations

An enhanced DBS Disclosure will be requested in the event of a successful application.
A copy of the DBS/Safeguarding Code of Practice is available on request or can be viewed at
<https://www.gov.uk/disclosure-barring-service-check>

Are you willing to undergo an enhanced DBS Check? **Yes/No**

Has there ever been any cause for concern regarding your conduct with children or vulnerable adults?
Yes/No

To your knowledge have you ever had any allegation made against you that has been reported to, and investigated by Social Services, and or the Police? If yes, please provide details on a separate sheet.
Yes/No

To the best of your knowledge, are you currently barred by the Independent Safeguarding Authority from working with children, and or vulnerable adults? **Yes/No**

Please note that it is a criminal offence under the Safeguarding Vulnerable Groups ACT 2006 for barred people to seek such employment.

Are you eligible to work in the UK? (You will be required to present legal proof of your right to live and work in the UK) **Yes/No**

I hereby authorise South Street Baptist Church to obtain references to support this application and accept and release the church and referees from liability caused by giving and receiving personal information.

I give express permission for the personal data on this form to be held and processed by South Street Baptist Church.

I declare that the information provided on this application form is correct and complete. I understand that any false or misleading statements may be sufficient grounds for cancelling any agreements made, or if employed, cause for dismissal.

Signature: _____ **Date:** _____

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