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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applying for: | | | | **Executive Church Worker** | | | | | | | | | | | | |
| Full Name |  | | | | | | | | | | | | | | | |
| Maiden / Former Names | | | | |  | | | | | | | | | | | |
| Date of Birth | | | | | *dd/mm/yyyy* | | Place of Birth | | | | |  | | | | |
| Current Address | | |  | | | | | | | | | | | | | |
| Postcode | | |  | | | | | | | | | | | | | |
| Mobile Tel | | |  | | | | | | | | | | | | | |
| Home Tel | | |  | | | | | | | | | | | | | |
| Email Address | | |  | | | | | | | | | | | | | |
| Time at current address | | | | | Years | | |  | | | Months | | | | |  |
| If less than 5 years, please give previous addresses below with dates | | | | | | | | | | | | | | | | |
| Address 1 |  | | | | | | | | | | | | | | | |
| Postcode |  | | | | | | | | | | | | | | | |
| Time at Address 1 | | | | | Years | | |  | | | Months | | | | |  |
| Address 2 |  | | | | | | | | | | | | | | | |
| Postcode |  | | | | | | | | | | | | | | | |
| Time at Address 2 | | | | | Years | | |  | | | Months | | | |  | |
| Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Please give details of previous experience of working in a team, operational or administrative setting. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Education – Please note below places of Education you have attended, secondary and higher and the years attended. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Qualifications – Please list below any relevant educational awards or other accredited qualifications (If you are listing degree level awards, there is no need to include secondary education awards per subject) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Please tell us about your past and current employment / voluntary work in the table below. (Start with your most recent employment or work and if you still with them then please put N/A in reason for leaving.) | | | | | | | | | | | | | | | | |
| **Employment / Work 1** | | | | | | | | | | | | | | | | |
| Employers Name and Address | | | | | |  | | | | | | | | | | |
| Employed from and to | | | | | | mm/yy to mm/yy | | | | | | | | | | |
| Job title and description | | | | | |  | | | | | | | | | | |
| Reason for leaving | | | | | |  | | | | | | | | | | |
| **Employment / Work 2** | | | | | | | | | | | | | | | | |
| Employers Name and Address | | | | | |  | | | | | | | | | | |
| Employed from and to | | | | | | mm/yy to mm/yy | | | | | | | | | | |
| Job title and description | | | | | |  | | | | | | | | | | |
| Reason for leaving | | | | | |  | | | | | | | | | | |
| **Employment / Work 3** | | | | | | | | | | | | | | | | |
| Employers Name and Address | | | | | |  | | | | | | | | | | |
| Employed from and to | | | | | | mm/yy to mm/yy | | | | | | | | | | |
| Job title and description | | | | | |  | | | | | | | | | | |
| Reason for leaving | | | | | |  | | | | | | | | | | |
| **Employment / Work 4** | | | | | | | | | | | | | | | | |
| Employers Name and Address | | | | | |  | | | | | | | | | | |
| Employed from and to | | | | | | mm/yy to mm/yy | | | | | | | | | | |
| Job title and description | | | | | |  | | | | | | | | | | |
| Reason for leaving | | | | | |  | | | | | | | | | | |
| **Employment / Work 5** | | | | | | | | | | | | | | | | |
| Employers Name and Address | | | | | |  | | | | | | | | | | |
| Employed from and to | | | | | | mm/yy to mm/yy | | | | | | | | | | |
| Job title and description | | | | | |  | | | | | | | | | | |
| Reason for leaving | | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Please give details below for 2 referees and also the senior leader of your place of worship. If you are currently employed one of the referees should be your employer. | | | | | | | | | | | | | | | | |
| **Referee 1** | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
| Telephone | | Mobile | | |  | | | | Work | | | |  | | | |
| Email | |  | | | | | | | | | | | | | | |
| Relationship to you | | | | |  | | | | | | | | | | | |
| **Referee 2** | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
| Telephone | | Mobile | | |  | | | | Work | | | |  | | | |
| Email | |  | | | | | | | | | | | | | | |
| Relationship to you | | | | |  | | | | | | | | | | | |
| **Place of worship - Senior leader** | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | | | |
| Telephone | | Mobile | | |  | | | | Work | | | |  | | | |
| Email | |  | | | | | | | | | | | | | | |
| Name of place of worship | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-Declaration Form to the Recruiter in a separate, sealed envelope. If signing electronically, please enter your name, or a picture of your signature, and we will consider the form being emailed to the lead recruiter as confirmation of submission. | | | | | | | | | | | | | | | | |
| Signed |  | | | | | | | | | Date | | | |  | | |

**Declaration of Suitability**

Whilst not mandatory, there are some roles in a church/organisation where it is important to know that the person who has a level of responsibility and/or is regarded as being in a position of trust is suitable and supports the expectations of the organisation in relation to safe conduct.

**STRICTLY CONFIDENTIAL**

As an organisation, we undertake to meet the requirements of the Data Protection Act 2018, and all other relevant legislation, and comply with the expectations of the Information Commissioners Office relating to the privacy and management of data about individuals.

You are asked to complete this form by hand and return it either with your application form via snail-mail or, if emailing your form, please bring a hard copy to your interview if you reach this stage.

**To:** Ingatestone Elim Church Lead Recruiter

**Position/Role applied for:** Executive Church Worker

The expectations of this role are that you; have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.

It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it.

**If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with Pastor Lee Carmichael and NOT sign this form.**

**Declaration**

I (full name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Understand the expectations of Ingatestone Elim Church (as detailed above), agree to uphold them and will inform the relevant person if this situation changes.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_