



APPLICATION FORM
CONFIDENTIAL APPLICATION FOR
EMPLOYMENT

your experts in church properties

If you require, for the reason of a disability, for this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, contact Garryl Willis (Operations Director).

Where did you see or hear of this this post being advertised?

Please enter details

Empty text box for details of where the post was advertised.

1. Application Form

Form fields for: Position applied for (Estates Manager), Available to take up employment, Salary required (£).

2. Prepared to Work

Form field for: Full time, Part time, Home working (checkboxes).

3. Personal Details

Form fields for: First name, Last name, Address, Telephone numbers (Private, Mobile, Work, E-mail), Do you own a car?, Have a current driving licence? (Provisional, Full, HGV), Have you any current endorsements?, If yes, give details.

4. Secondary Education			
School name/address		Examinations (subject/result, etc)	
5. Further Education and Training			
University/College	Type of course	Subjects	Qualification or class of degree
6. Occupational Qualifications			
College/Institute or other name		Qualification/Level	
7. Other qualifications/ training			
College and course name		Qualification/Level	
8. Membership of Professional Body			
Name		Level	
9. Employment			
Present/last employer	<input type="text"/>		
Current/previous employment	Start date	<input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>		
Job title	<input type="text"/>		
Duties/responsibilities	<input type="text"/>		
Reason for leaving	<input type="text"/>		
Finishing pay	£ <input type="text"/>		

Other most recent employer	<input type="text"/>	
Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/>	

Other relevant employment	<input type="text"/>	
Employment dates	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/>	

**10. General**

Interests/hobbies (give details of pastimes, sports, etc)	<input type="text"/>
Offices held in social/sports clubs/church, etc	<input type="text"/>
Public duties (JP, local councillor, etc) undertaken	<input type="text"/>

Do you have any convictions, cautions reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes  No

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details

If offered this position will you continue to work in any other capacity?

Yes  No

If yes, give details

**11. Permission to Work in the UK**

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes  No

If you are successful in your application would you require permission to work in the UK?

Yes  No

**12. Community/Volunteer Experience**

Name and address of organisation	Position/title	Duties

**13. Personal Referees**

Work reference — not members of your own family

Name

Address

Organisation

Occupation

Telephone number

E-mail address

Work, personal or educational

Name

Address

Organisation

Occupation

Telephone number

E-mail address

National Insurance number

**14. Experience/Skills**

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Profile carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the Job Profile to set the information out clearly.

**Personal experience and skills statement**

**15. Christian faith**

This role has an Occupational Requirement for the person to be a committed, practising evangelical Christian. This section is for you to share your faith journey and your current involvement in your local church.

**Faith statement**

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

**Declaration** I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

By signing and returning this application form you consent to Church Growth Trust using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability. These will be used solely for internal monitoring and will not be disclosed to any third party.

**Thank you for completing the form.**

Signature

Date

Please print your completed form and return to Church Growth Trust, The Barn, 1 Manor Farm Barns, Baines Lane, Seaton, Oakham, LE15 9HP or email to [garryl.willis@churchgrowth.org.uk](mailto:garryl.willis@churchgrowth.org.uk) to be received no later than 29 November 2023.