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# *Please complete this application form electronically and email to:* [david.primrose@lichfield.anglican.org](mailto:david.primrose@lichfield.anglican.org) by 6pm, Thursday 5th September 2019

PART A: PERSONAL INFORMATION

|  |  |
| --- | --- |
| Job Reference (if applicable): |  |
| Post applied for: | Strategic Coordinator Sandwell Churches’ Link |

|  |  |  |  |
| --- | --- | --- | --- |
| Family name (block capitals): |  | Title: |  |
| Preferred name: |  | | |
| Names in full: |  | | |
| Address: |  | | |
| Telephone number (that we can use to contact you): |  | | |
| Email: |  | | |
| Are you a UK or EU/EEA National? (yes/no) |  | | |
| If you have answered ‘no’ to the above question:  What is your current work authorisation status?  And please supply details of any visa currently held, number, start/expiry dates and details of any restrictions |  | | |

positive about disabled people

We are committed to taking action to improve the employment, training and career development of disabled people. We will guarantee an interview to anyone with a disability whose application meets all the essential criteria.

A disability is defined as a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities and must be expected to last for 12 months or more.’

Please indicate if you have a physical or mental impairment that is covered by this definition:

|  |
| --- |
|  |

Yes / No

Any false declaration of a disability in order to obtain an interview may subsequently result in any offer of employment being invalidated.

Please give details of any arrangements or facilities you may require to enable you to attend for interview for the post for which you are applying (e.g. sign language interpreter, level access, etc).

Positive about the armed forces community

We are committed to support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our organisation and our country.

We guarantee an interview for veterans who have Service related injuries, providing their application meets the essential criteria for the job.

Please indicate if you are a Service leaver with a Service related injury:

|  |
| --- |
|  |

Yes / No

Any false declaration in order to obtain an interview may subsequently result in any offer of employment being invalidated.

PART B: INFORMATION IN SUPPORT OF

YOUR APPLICATION

*Looking at the person specification, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. [Maximum 1000 words]*

*As this post has an occupational requirement (OR), please state how you meet this.*

1. Why do you want to work for Sandwell Churches Link and take on the role of Strategic Coordinator? (Maximum 500 words)
2. How do your skills, knowledge and experience to date make you a particularly strong candidate for this role? (Maximum 400 words)

3. Please give examples of programmes you have designed & carried out to tackle poverty. (Maximum 500 words)

PART C: EMPLOYMENT HISTORY

*Starting with your current/most recent appointment (clergy applicants please state parish), please indicate your full employment history. Please include the contact name and full address of previous employers.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Start and leave date | Post held and brief description of responsibilities | Reason for leaving |
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PART D: EDUCATION & TRAINING

*Based on the job description, list education, training, any relevant professional qualifications and membership of professional organisations. Please give dates.*

PART E: REFEREES

*This section will be detached from the form as it contains information that is strictly private and confidential. It will only be seen by members of the shortlisting and interview panel.*

|  |
| --- |
| Yes / No |

Do you currently hold office, a bishops' licence or Permission to Officiate?

Have you ever been removed from office or had a bishop's licence or Permission to Officiate withdrawn or terminated?  If so, give details.

Please note: If you are ordained, you must supply the name of the last Bishop under whom you served.

Current/most recent employer/academic (please indicate)

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Phone: |  |
| Email: |  |
| Address: |  |

|  |  |
| --- | --- |
| May we contact your current /most recent employer now? |  |
| What is the period of notice you require in your current job? |  |

Previous employer/another manager/academic (please indicate)

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Phone: |  |
| Email: |  |
| Address: |  |

|  |
| --- |
| Yes/No |

*Are you a member or an active supporter of the British National Party or any organisation whose constitution, policies, objectives or public statements are incompatible with SCL’s commitment to promoting racial equality?.*

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application. Shortlisted applicants will be asked to sign a hard copy at interview.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

STRICTLY CONFIDENTIAL

PART F: ADDITIONAL INFORMATION

|  |  |
| --- | --- |
| Post applied for: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Family name (block capitals): |  | Title: |  |
| Names in full (block capitals): |  | | |

Disclosure of conviction(s)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

EQUAL OPPORTUNITIES MONITORING FORM

*The National Church Institutions wholeheartedly support the principle of equality of opportunity in employment and believe in the benefits of a workforce drawn from a wide cross-section*

*of the community.*

*You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.*

*Please put an X in the relevant box.*

Gender Female Male

Age 16 – 25 26 – 35 36 – 45 46 +

Date of birth

Ethnicity

ASIAN BLACK MIXED WHITE CHINESE / OTHER

Asian British African White/Asian British Chinese

Bangladeshi Black British White/Black African Irish Any Other

Indian Caribbean White/Black Caribbean Other

Pakistani Other Other

Asian Other

Marital Status

Please indicate which of the following best describes your marital status.

Single Married

Separated Divorced

Widowed Undeclared

Civil Partnership

Where did you see this vacancy advertised?

Church press Other daily newspaper\*

Other\* Website\*

\*Please specify

Date form completed

Disability – Equality Act 2010

Please outline any reasonable adjustments you may need if invited to attend an interview.

*Shortlisted applicants will be asked to sign a hard copy at interview.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

*Please email your completed application form to* [*david.primrose@lichfield.anglican.org*](david.primrose@lichfield.anglican.org) *by Thursday 5th September 2019 at 18.00.*