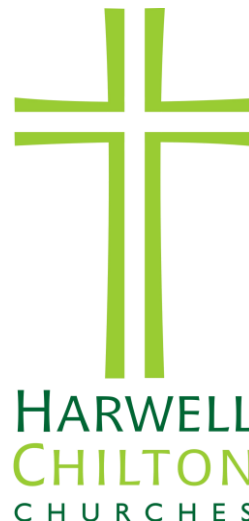


St Matthew's Harwell and All Saints' Chilton
Post of Children & Families' Worker



Application Form

Please complete all sections below, continuing on separate pages if necessary. You are welcome to send us a CV in addition if you wish, though this is not required. Completed forms should be returned by Wed 27th September 2017 to

Revd Dr Jonathan Mobey
 The Rectory, Church Lane
 Harwell, Didcot, Oxon OX11 0EZ
 rector@harwellandchiltonchurches.org.uk

Please write or type clearly in black, in order that this form can be photocopied.

Where did you hear about this job?

.....

1. Personal information

Name

Address.....

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Email.....

Telephone (home)

Mobile

National Insurance Number

2. Education & qualifications

Please list in reverse date order (starting with most recent) formal education, training undertaken, and qualifications gained, including dates and place of study

Dates	University, College, School	Course studied and qualifications achieved

3. Employment, responsibilities & experience

Please list in reverse date order a summary of church and secular employment and any relevant voluntary work (including dates, name and address of employer, job title and summary of duties). Please include any relevant previous experience of looking after or working with young children and their parents/carers, and of leading a team. Please include any formal training or experience of working with children with additional needs. Please provide a brief explanation for any time when you were neither working nor in full-time education.

Dates	Name & address of church or employer	Job Title and Summary of Duties	Reason for leaving

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action?
 Yes/No
 (If yes, please give details, including pending proceedings, on a separate sheet)

4. Gifts, interests & achievements

Please tell us about the gifts and skills you would bring to St. Matthew's and All Saints'. Please include character traits such as enthusiasm or sense of humour and any particular interests or achievements. Please also tell us about any areas in which you perceive yourself to need particular support or help to develop.

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5. Your faith

An Occupational Requirement exists for the post-holder to be a Christian in accordance with the Equality Act 2010

How have you come to a personal faith in Jesus Christ and how does this impact your life?

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Please give details of the churches to which you have belonged. e.g. Size and make-up of congregation, style of worship

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How might you respond to someone who asks what Christians believe?

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How do you keep your Christian faith fresh?

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6. Your reasons for applying

Please give your reasons for applying for this post. You should outline your interest in the post, and any area mentioned in the job description which would be of particular interest to you, and how this fits with your experience, skills and passions. (Please continue overleaf if required).

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7. Your health & circumstances

Right to work:

Do you currently have the right to work in the UK? Yes/No

Driving:

Do you possess a car? Yes/No

Do you possess a full driving licence? Yes/No

Health & Disability:

If appointed will you require any special adjustments to enable you to carry out the duties of the role? Yes/No

(If yes, please specify on a separate sheet)

How many days have you been absent from work due to sickness in the last 12 months?.....Number.....

Do you have any ongoing commitment which may affect your ability to do this job? Yes/No

(If yes, please specify on a separate sheet)

Disclosure and Barring Service checks:

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, this post is exempt from the above Act, therefore, ALL convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'. However, having a criminal record will not necessarily bar you from working with us.

Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in the UK or abroad)? Yes/No

Are you currently the subject of any Police investigations following allegations made about you?..... Yes/No

Are you disqualified from working with children or subject to sanctions imposed by a regulatory body? Yes/No

(If yes, please supply further details on a separate sheet)

8. Declaration

Please note that if you are offered the post, you will be required to complete a medical questionnaire, an enhanced DBS, provide evidence of any relevant qualifications and provide proof of identity/right to work in the UK. Under the Diocesan Policy on the recruitment of ex-offenders (page 8 of Protecting Children in the Diocese of Oxford, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which you have applied.

You agree that by signing and dating this application, you have given consent to Harwell and Chilton Churches to process personal data concerning you in relation to your application for employment and, if your application is successful, this data may be used for personnel, administrative and payroll purposes. Such consent is required by the Data Protection Act 1998.

The particulars in this application are true to the best of my knowledge.

Signed.....

Date

(Please see next page for Reference details)

9. References

Names and addresses of three referees who know you well, but who are not related to you. At least one of these should comment on your abilities and attitudes to young children and their parents/carers. If you currently hold a job, one reference should be from your manager or equivalent at that place of work. (Please indicate if taking up this reference before interview will cause you any problems.)

Please include a brief note on how each of your referees know you.

Referee 1

Name

Address.....

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Telephone (home)

Mobile

Email.....

Capacity in which they know you.....

May we approach this referee for a reference now? Yes/No

Referee 2

Name

Address.....

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Telephone (home)

Mobile

Email.....

Capacity in which they know you.....

May we approach this referee for a reference now? Yes/No

Referee 3

Name

Address.....

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Telephone (home)

Mobile

Email.....

Capacity in which they know you.....

May we approach this referee for a reference now? Yes/No