

*Church Office*

*Church Rooms*

*The Avenue*

*Combe Down*

*Bath, BA2 5EE*

**Job Application Form**

*The following information will be treated in the strictest confidence.*

**Section 1: Personal**

*(Please complete this section in BLOCK CAPITALS)*

|  |  |
| --- | --- |
| Surname: |  |
| First name: |  |
| Address: |  |
| Postcode: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Email: |  |

1. Do you have a full Driving Licence? **Yes / No**

2. Do you have any endorsements? **Yes / No**

*If you answered YES, please provide further details including dates:*

|  |
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|  |

3. Are you involved in any activity which might limit your availability to work or your   
working hours e.g. working for the local government)? **Yes / No**

*If you answered YES, please provide full details:*

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|  |

4. Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

*If you answered YES, please provide full details:*

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|  |

5. Do you have any convictions (other than spent convictions under the Rehabilitation of  
Offenders Act 1974?) **Yes / No**

*If you answered YES, please provide full details:*

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6. If offered employment, you will be required to complete a Medical Questionnaire.   
Are you prepared to undergo a medical examination before starting employment? **Yes / No**

7. Have you ever employed by Holy Trinity Combe Down Church before? **Yes / No**

*If you answered YES, please provide full details:*

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8. Do you need a work permit to take up employment in the U.K.? **Yes / No**

9. How much notice are you required to give to your current employer?

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**Section 2: Present/Most Recent Employer**

Are you currently employed? **Yes / No**

|  |  |  |
| --- | --- | --- |
| Name of present/most recent employer: |  | |
| Address: |  | |
| Telephone Number: |  | |
| Nature of Business |  | |
| Job Title: |  | |
| Brief description of duties: |  | |
| Reason for Leaving |  | |
| Length of Service | From (DD/MM/YY): | To (DD/MM/YY): |

Please provide details of membership of any technical or professional associations:

|  |
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**Section 3: Previous Employment Details**

Please past details of your past employment, excluding your present or last employer, stating the most recent first (add additional rows as required):

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates of employment | Position held/Main duties | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4: Education & Achievements**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11: | From: | To: | Examinations and Results: |
|  |  |  |  |
| College or University attended: | From: | To: | Courses and Results: |
|  |  |  |  |
| Further Formal Training undertaken: | From: | To: | Diploma/Qualification: |
|  |  |  |  |
| Job related Training Courses completed and Name of Organisation(s) | Date: | Subject: | |
|  |  |  | |

Please provide details of any additional achievements, interests and leisure activities:

*(e.g. hobbies, sports, club memberships)*

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**Section 5: Supplementary Information & Declaration**

Please provide any further information that supports your application below

*(e.g. past achievements, future aspirations, personal strengths)*

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**Declaration**

*I declare that the information provided in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Church, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Church immediately of any changes to the above details.*

**Signed:**

**Printed:**

**Date:**

**Section 6: References & Submission**

Please provide the names of two individuals (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Tel. No: |  | Tel. No: |  |
| Email: |  | Email: |  |

**Source of Application**

How did you hear about this vacancy?

|  |
| --- |
|  |

Once completed, please email an electronic copy of your application form to Liz Hume at: **opsmanager@htcd.church**.

*HTCD is a Christian organisation and, as an employee, you will be required to respect Christian values. Applicants must be eligible to work in the UK.*

Holy Trinity, Combe Down, Bath is a registered charity no: 1129554