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| --- | --- | --- |
|  | APPLICATION FORM |  |
| * **Please complete this application form and confidential declaration form.**
* **Add a letter of application no longer than one sheet of A4 in which you outline with examples why you are the right person for this post, making reference to the job role and responsibilities.**
 |
| **POSITION APPLIED FOR:** |  |
|  |
| **The following information will be treated in the strictest confidence.** |
| **PERSONAL** |
| (Please complete this section in BLOCK CAPITALS) |
| Surname: |  | First Name(s): |  |
| Address: |  |
|  |
|  | Postcode: |  |
|  |
| E-mail Address:  |
| Contact Tel. No:  | Mobile Telephone No:  |
|  |  |  |
| Are you involved in any activity which might limit your availability to work or your working hours e.g. local government? |  |
| If YES, please give full details. |  |
| Are you subject to any restrictions or covenants which might restrict your working activities? |  |
| If YES, please give full details |  |
| Are you willing to work evenings and weekends if required? |  |
| Please give details of any hours which you would not wish to work:  |  |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? |  |
| If YES, please give full details |  |
| Have you ever worked for a church before? |  |
| If YES, please give full details |
| Do you need a work permit to take up employment in the UK? |  |
| How much notice are you required to give to your current employer? |  |

**Note:** The offer of the post is subject to receipt of a satisfactory Enhanced Disclosure and Barring Service (DBS) clearance.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training CoursesName of Organisation | Date | Subject |
|  |  |  |

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| --- |
| Please give details of membership of any technical or professional associations: |
|  |
|  |
|  |

**EMPLOYMENT DETAILS**

**Present or last employer**

Are you currently employed?

|  |  |
| --- | --- |
| Name of present or last employer: |  |
| Address: |  |
| Email:  |
| Telephone No: |  |
| Nature of business: |  |
| Job title and a brief description of your duties: |  |
|  |
| Length of Service: | From:  | To:  |

**Please give details of your past employment, excluding that listed above, stating the most recent first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |
| **INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES** (e.g. hobbies, sports, club memberships) |
|  |
|  |
| **SUPPLEMENTARY INFORMATION** Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths. |
|  |

**DECLARATION**

I declare that the information given 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 Hexham Abbey, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signature:  | Date:  |

**REFERENCES**

Please give the names of two people (one of which should have workplace experience of you, the other who knows you personally for a character reference) whom we may approach for a reference before interview.

|  |  |
| --- | --- |
| Name:  | Name:  |
| Position:  | Position:  |
| Address:  | Address:  |
|  |  |
|  |  |
| Tel. No:  | Tel. No:  |
| E-mail:  | E-mail:  |

We will approach the current or most recent employer (previous page) for a reference of the successful candidate at interview.

**SOURCE OF APPLICATION**

How did you hear of this post?

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| --- |
|  |

**CONFIDENTIAL DECLARATION FORM**

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults who may be at risk or those whose roles may bring them into substantial contact with children and/or vulnerable adults. It applies to all roles, including clergy, employees and volunteers.

This form is strictly confidential and, except under compulsion of law, will be seen only by the Parish Safeguarding Team, Incumbent and the Diocesan Safeguarding Team if necessary. All forms will be kept securely under the terms of the Data Protection Act 1998.

Some posts fall into categories of activity which are eligible for a DBS check and the level of that check for this role should be clear from the role description or will be explained to you. Other posts do not fall into these categories, but still come within Safer Recruitment guidelines. In all posts that involve regular contact with children or adults at risk applicants are required to complete this Confidential Declaration Form to support safer recruitment and help ensure our churches and communities are as safe as they can be.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

**If you answer yes to any question, please give full details. Continue on a separate sheet if necessary and be clear which question you are answering by showing the question number.**

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with DBS filtering rules? (Include both spent and unspent convictions)

*Please tick* Yes No

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with DBS filtering rules?

*Please tick* Yes No

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings and reprimands etc. that are not subject to the DBS filtering rules.*

*Broadly, where your position/role involves substantial contact with children and/or adults who may be at risk you will be expected to declare* ***all*** *convictions and/or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules.*

***If your position/role does not involve substantial contact with children and/or adults who may be at risk you should only declare ‘unspent’ and ‘unfiltered’ convictions/cautions etc.***

*Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

 *If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and/or adults who may be at risk.*

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?

*Please tick* Yes No

4. Has your name ever been placed on either of the barred lists previously maintained by the ISA and now maintained by the DBS, barring you from work with children and/or adults at risk?

*Please tick* Yes No

1. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or adult at risk, or has any such court made an order against you on the basis of any finding or allegation that any child and/or adult at risk was at risk of significant harm from you[[1]](#footnote-1)?

*Please tick* Yes No

1. Has your conduct ever caused or been likely to cause significant harm1 to a child and/or adult at risk, and/or put a child or adult at risk at risk of significant harm1?

 *Please tick* Yes No

1. To your knowledge, has it ever been alleged that your conduct has resulted in any of the actions listed below?

  *Please tick* Yes No

If yes, please give details:

 ‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a trusted role or position.

|  |
| --- |
|  **EMERGENCY CONTACT INFORMATION:** |
| **Emergency Contact 1** | Title:Full name:Relationship | Home telephone no.Mobile telephone no. |
|  |
| **Emergency Contact 2** | Title:Full name:Relationship | Home telephone no.Mobile telephone no. |
| OTHER INFORMATION:Do you have any medical or other issues which we should be aware of? Do you require any assistance or arrangements to be made to help you fulfil your role? |

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge

**Signed: Date:**

Please return the completed form, by post or by hand, to: Owen Mills

 General Manager

 Hexham Abbey

 Beaumont Street

 Hexham NE46 3NB

*Before an appointment can be made applicants who will have substantial contact with children and / or adults who may be at risk in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are at risk.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult who may be at risk at risk*

1. [↑](#footnote-ref-1)