

**St Faith's Church and Parish Centre
 Lee-on-the-Solent**

Caretaker/Assistant Caretaker Application

Applicant Information

Full name: _____

Address: _____

Phone: _____ Email address: _____

Date of birth: _____

Are you authorised to work in the UK? (*Delete as appropriate*) Yes No

Where relevant, what period of notice is required by your current employer? _____

What job are you applying for? (*Delete as appropriate*) Caretaker Assistant caretaker

Education/qualifications

School (11+)	Study dates	Qualification and grade	Date obtained
College/university	Study dates	Qualification and grade	Date obtained

Ongoing professional development	Study dates	Qualification and grade	Date obtained

Training and development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Employment

Details of **current** employment with relevant dates, position(s) held and responsibilities.

Name of employer:

Address:

Position held:

Date started:

Brief description of duties:

Previous employment

Details of **previous** employment with dates, position held, responsibilities and reason for leaving. A continuous employment history is required from when you left full-time education. Please continue in a separate document if needed.

Name of employer:

Address:

Position held:

Date started:

Brief description of duties:

Name of employer:

Address:

Position held:

Date started:

Brief description of duties:

Name of employer:

Address:

Position held:

Date started:

Brief description of duties:

Statement in support of application

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and person specification.

Convictions/disqualifications

To ensure the safety of those in the church a DBS check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

Details:

Reasonable adjustments/arrangements for interview

Please contact us if you need the application form in an alternative format.

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be?

References

Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate one person should be your current or most recent employer, the other should be someone who has known you in a professional capacity. References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview.

Reference 1

Name:

Position:

Relationship to applicant:

Address:

Daytime tel. no:

Email address:

Reference 2

Name:

Position:

Relationship to applicant:

Address:

Daytime tel. no:

Email address:

Declaration

Statement to be signed by the Applicant.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that St Faith's Church can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signature of candidate: _____

Date: _____

Please send this completed form to: Rev'd Dr Paul Chamberlain, St Faith's Church, Victoria Square, Lee-on-the-Solent, PO13 9NF. Email vicar@stfaithslee.org.uk

The deadline for applications is **30 June 2017**.