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Employment Application Form



Position applied for: Venue Team Lead

Return Completed form to jobs@apbc.net

Personal Details

Surname		First Name(s)	
Address		Date of Birth	
		NI Number	
		Home Telephone	
		Mobile Telephone	
Postcode		Business Telephone	
Email		May we telephone you at work?	

If not currently a member, would you be willing to join Adelaide Place Baptist Church?	
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Education and Training

School, College, University etc.	Subjects and Qualifications

MEMBERSHIP OF PROFESSIONAL BODIES

Please name professional bodies you hold a current membership for		Registration No.

DETAILS OF ANY RELEVANT TRAINING

Course Title	Date Attended

Employment Information

ENTITLEMENT TO WORK IN THE UNITED KINGDOM

If your application is successful, you will be required to provide evidence of your entitlement to work in the UK. Are you entitled to work in the UK?

YES / NO

PRESENT / MOST RECENT EMPLOYMENT

Name and Address		Other Benefits	
Telephone		Date of appointment	
Position held		Notice required (or date employment ended).	
Position Responsible to		Reason for leaving	
Present / Final Salary			
Brief Description of Duties			

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PREVIOUS EMPLOYMENT - PAID OR UNPAID

From (MM/YY)	To (MM/YY)	Employer	Position Held	Final Salary	Reason for Leaving

(Begin with most recent and include periods of unemployment.)

Have you been the subject of either disciplinary or grievance procedures in any of your previous employment? If yes, please give details.

Where did you see the advertisement for the post?

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Why are you applying for this job?

Please give any details you feel are relevant in support of your application, including:

1. Why you are interested in this role
2. Why you feel you are suitable for this role

Your Christian Commitment

Tell us about your Christian commitment, church background, and how your faith informs your work and/or working practices.

Additional Question

Please describe (in fewer than 750 words) how you think the role of Venue Team Lead could support the vision of Adelaide Place Baptist Church and what your strategy would be to deliver this.

Health

If you are invited to interview, do you require any special arrangements on account of a disability?

Yes

No

- If yes, please give details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:

Hobbies and Interests

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Disclosure of Criminal Convictions

Due to the nature of the position for which you are applying, you are not entitled to withhold information about convictions, which for other purposes are regarded as "spent". This is because this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

To take up this post, you will require to be a member of the Protecting Vulnerable Groups Scheme and Adelaide Place Baptist Church will seek disclosure information for the successful applicant before any offer of employment can be confirmed.

Are you a member of the Protecting Vulnerable Groups Scheme?		
Yes, my Scheme Membership Number is: and is in relation to work with:		
Children	Protected Adults	Both Children and Protected Adults
No, I am not a Scheme Member		
Have you ever been charged with or convicted of a criminal offence?		
Have any police enquiries been undertaken following allegations made against you?		

If you answered YES to either of the above questions, please give details of all convictions, charges, and/or police enquiries:

Date	Please explain fully the nature of each conviction, charge, or police enquiry.	Penalty Imposed

Referees

Please provide details of two referees; one should be your current or most recent employer and one from your Minister or a leader from your Christian community. References for shortlisted candidates may be taken up before interview unless you request otherwise.

Reference 1

Name	
Job Title/ Connection to you	
Work Address	
Telephone	
Email	

Reference 2

Name	
Job Title/ Connection to you	
Work Address	
Telephone	
Email	

We may on occasion wish to take up additional references. Please indicate here if you are happy for us to do so.	Yes / No
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Declaration

I declare that the information in this application form, and any supporting documents, is, to the best of my knowledge, true and complete. I understand that if I have knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

I also consent to the information I have provided in this application being stored in line with the Data Protection Act 1998. I consent to this information being used in accordance with that Act.

Signature:

Date: