

**STAFF APPLICATION FORM  
PRIVATE & CONFIDENTIAL**

Please complete fully in **black** ink. Incomplete application forms will be rejected at short- listing stage.

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| **Position applied for:** |

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| --- | --- | --- | --- |
| **Personal details:** | | | |
| Title (Mr / Mrs etc): | First Names: | | Surname: |
| Maiden name or names previously known by: | Date of Birth: | | National Insurance Number: |
| Home Address: | | | |
| Home/ Mobile/Work Telephone Number (s): | | | |
| E-mail Address: | | | |
| Current Driving Licence: YES / NO | | Own Transport: YES / NO | |
| Currently Employed: YES / NO | | Notice Required: | |

**EDUCATION AND TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary School Education**  Please list schools attended with the most recent school first: | | | | | |
| Dates | | School Name | Qualification Type  (eg GCSE) & Subject | Grade attained | Date attained |
| From | To |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Continuing Education**  (University/College/Apprenticeships etc.) Please list the most recent first: | | | | | |
| Dates | | School Name | Qualification Type  & Subject | Grade attained | Date attained |
| From | To |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Additional Training / Professional Qualifications** | | | | | |
| Dates | | Awarding Body | Course title & content | Result/ Grade attained | Date attained |
| From | To |
|  |  |  |  |  |  |

**EMPLOYMENT HISTORY**

Please list all your work history since completing full-time education, beginning with your present or most recent position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Employment** | | | | | |
| Dates | | Name of employer, address and nature of business | Position and main duties/responsibilities | Starting & leaving salary | Reason for wanting to leave |
| From | To |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Employment History** Please list all your previous work history beginning with your most recent position | | | | |
| Dates | | Name of employer, address and nature of business | Position held and brief details of duties | Reason for leaving and leaving salary |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
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**Continue by adding more boxes if needed.**

**N.B. - All gaps in employment history must be accounted for**

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| The information provided in this section will be used to assess your application at the short listing stage, therefore you must demonstrate how your skills and experience meet the criteria specified in the advertisement or the information contained within the application pack, where applicable. |
|  |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| *Please use this space for details of any hobbies/interests, and any other information you consider relevant:* |

**REFERENCES**

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should be your current/or most recent employer and the other your Church Minister.

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| --- | --- |
| Name:  Address:  Tel No:  E-mail address:  Occupation: | Name:  Address:  Tel. No:  E-mail address:  Occupation: |
| In line with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NO  Do you require a Work Permit or Workers Registration? YES/NO If yes please provide details. | |

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| --- | --- |
| **Close Personal Relationships** | |
| Are you a relative or partner, or do you have a close personal relationship with any employee/volunteer/trustee at the Proclamation Trust?  Failure to disclose a close personal relationship as described above may disqualify you.  Canvassing of trustees or senior managers of the trust by you or on your behalf is not allowed. | YES/NO |

|  |  |
| --- | --- |
| **Please read and tick the following statements and information relating to your application carefully. By submitting this form and ticking the boxes below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the Trust, which may result in dismissal.** | |
| **Data Protection:**  I acknowledge that by completing this form the Proclamation Trust will hold and process personal data (including special categories of data e.g. information about health) about me in line with their Data Protection Policy. I acknowledge that the Proclamation Trust will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the privacy notice. If I am the successful applicant, I acknowledge that this information will be retained in line with the Trust’s Retention Schedule. If I am not the successful candidate, I acknowledge this information will be retained by the Trust in a secure electronic or paper system for no longer than six months from the date of the appointment of the successful candidate. All forms submitted (in paper or electronic format) will be held securely by the Trust in line with their Data Protection Policy. | |
| **Declaration:**  I certify that the information I have supplied on this form is accurate and true to the best of my knowledge. Should I be shortlisted for interview, I understand that references will be sought from the referees provided by me and that this will be done without any further prior notification to me unless permission has been withheld, in which case they will be sought should I be the preferred candidate for the role. | |
| Signed: | Date: |

# Privacy Notice

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached application form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don’t.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.