**KNOWLE PARISH CHURCH**

**Leader of Stepping Stones - Application form**

***Please save this form on your PC, complete it, then send it with an accompanying email – indicating why you are applying for the job – to the Operations Manager, Helen Allen*** ***helen.allen@kpc.org.uk******.***

The closing date for applications is 13 March 2025.

**PERSONAL DETAILS**

Surname       Title

Other Names in full

Address

Email address

Telephone No: Mobile       Home

**REFERENCES**

Please provide details of 2 referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. *Please obtain permission from the referees listed.*

1. Name

 Address

 Email address

 Phone number

 Occupation

2. Name

 Address

 Email address

 Phone number

 Occupation

**EDUCATIONAL AND TRAINING DETAILS**

Secondary School(s) 1 attended:       Dates [*month/year*]: from       to

Secondary School(s) 2 attended:       Dates [*month/year*]: from       to

Details of subjects and examination results

University/College 1:       Dates [*month/year*]: from       to

University/College 2:       Dates [*month/year*]: from       to

Details of examination results and qualifications held.

Training: Please give details of relevant training [*e.g. First aid, Safeguarding*]

**EMPLOYMENT DETAILS**

**Present and previous appointments**

Starting with your present appointment please state what you have done in the course of your career; *i.e. in reverse chronological order.*

May we approach your present employer for reference now? [*Yes/No*]

PRESENT/MOST RECENT EMPLOYER: Name

Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

Salary:

Notice Period:

PREVIOUS EMPLOYER (A): Name

Dates [*month/year*]: from       to      Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

PREVIOUS EMPLOYER (B): Name

Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

PREVIOUS EMPLOYER (C): Name

Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Give reasons why you think you would be suitable for this post, demonstrating how you meet the criteria in the person specification. You can include experience/ knowledge you have gained through paid or unpaid work.

Please tell us briefly about your walk with God so far and how you became a Christian including churches you have been part of.

Are you, or have you ever been, registered as disabled? [*Yes/No*]

Do you require a permit to work in the UK? [*Yes/No*]

*This post involves working with children and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of cautions, reprimands, final warnings and convictions, including ‘spent’ convictions. Any failure to disclose such information could result in disciplinary action or dismissal.*

*Please note – amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.*

Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction (excluding those that are subject to filtering as defined on the Disclosure and Barring Service website)?

[*Yes/No*]

If yes, please give full details here:

**I confirm that I am not disqualified from working with children.**

**SIGNED** *[Type name]*

**I confirm that the information contained in this application is, to the best of my knowledge, correct. I understand that my application may be rejected, or that I may be dismissed without notice, for withholding or giving false information. I give consent to the processing of data contained in this application in accordance with the Data Protection Act 1988 (and subsequent legislation).**

SIGNED [*Type name*]       DATE [*DD/MM/YY*]