



Cambourne Church is committed to being a Christian community which is open, prayerful, and loving, which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made.

A partnership of the Church of England, Baptist Union, United Reformed Church and Methodist Church.

**Job Application Form** (This post requires an enhanced DBS disclosure)

Job Applied for:

**1) Personal Information**

Surname:

First Name(s):

Address:

Email:

Contact Telephone Numbers:

*Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.*

Home:

Work:

Mobile:

Do you have the legal right to live and work in the UK?

*NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes.*

Do you require any special arrangements for interview and/or to help you take up this role?

Rehabilitation of Offenders Act 1974

Do you have any convictions which are not 'spent' within the meaning of the Act?

If so, please give full details.

**2a) Education – Professional, Postgraduate, First Degree/Diploma**

Please list all degrees/diplomas/professional qualifications etc held or currently studied for, whether at first degree or postgraduate level. List most recent first and give all results known whatever the outcome.

From - To Month/Year	Higher Education Institution	Award and Title of Award (HND/Degree/Dipl/Msc/P hD etc) List main subjects below title	Results (expected/awarded)

**2b) Education – Prior to Higher Education**

Please list all qualifications achieved (other than higher education) e.g. –GCSEs, A levels etc. List most recent first and give all results known whatever the outcome.

From - To Month/Year	School/College	Examinations Taken	Results awarded

**3) Employment and Work Experience**

Please briefly describe any work (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and note what you have achieved.

From - To Month/Year	Employer	Job Title/ Responsibilities	Achievements

**4) Other Training**

Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role.

**5) Personal Interests/Achievements**

Use the space below to describe with dates (year) any part-time activities. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

## 6) Specific Skills

1. List any languages that you know indicating level of proficiency (basic/working knowledge/fluent/mother tongue).
2. Specify your experience with any generic computer packages/programmes (limited/working knowledge/extensive).
3. Indicate any other specific relevant skills (graphics skills etc.).

## 7) Suitability for the Post

Explain why you have applied for this job, making sure that you fill out each section below to outline your relevant qualifications and experience as they relate to the person specification. Emphasise why you consider yourself to be a strong candidate.

Why are you applying for this role?

Conversion and subsequent growth in the Christian faith

Experience

Knowledge

### Skills and Attributes

Where is your current place of worship and which churches have you attended regularly within the last five years? (include dates)

### Additional Information

*Please write here any additional information, not covered elsewhere, which will strengthen your application.*

### 8) Where did you hear of us/see an advertisement?

### 9) References

*Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer, or client if you are undertaking consultancy work. The other should be a person who is able to comment on your ability to perform the role for which you are applying.*

Please note that referees may be approached prior to interview.

Name:

How is the referee known to you?

Position:

Address:

Telephone:

Email:

Name:

How is the referee known to you?

Position:

Address:

Telephone:

Email:

### **10) Availability**

How much notice are you required to give?

Please give the date from which you are available for employment.

### **11) Data protection statement:**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Your privacy is important to us, by submitting this form you are also confirming that you consent to Cambourne Church holding and processing your personal data and communicating with you in relation to this application, in accordance with the data. For further information, please refer to Cambourne Church privacy policy which can be found on our website.

There is a Genuine Occupational Requirement for the job holder to be a practising Christian.

By signing the application form we will be assuming that you agree to processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

### **12) Declaration**

I acknowledge that an appointment if offered will be subject to satisfactory references and a satisfactory enhanced disclosure from the Disclosure and Barring Service which are acceptable to the Cambourne Church. I declare that this information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for dismissal.

Signed:

Date: