# Employee Application Form

**Position applied for:** Formation Team Administrator

**Closing date:** 10 January 2022

|  |
| --- |
| **Notes to Applicants** |
| The text boxes will expand as you type into them. Please read carefully all instructions and job details prior to completing this form. The information contained in this application form will only be seen by staff involved in the recruitment process.  In order to promote diversity and inclusion within the Diocese of Arundel and Brighton, sections 1 and 2 of this application form will be anonymised upon submission by a member of the personnel team. All staff on the shortlisting panel will receive anonymised application forms.  **Safeguarding & Criminal Record**  The Diocese of Arundel and Brighton is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Successful applicants will be required to have an enhanced Disclosure and Barring Service (DBS) check if working in “regulated activity”. If your post is subject to a DBS check you will be invited to disclose any convictions prior to interview.  In accordance with procedures for employees working with vulnerable groups, candidates short-listed for interview will be checked against records retained on the Catholic Safeguarding Advisory Service National Database  **Send your completed Application to:**  Amanda Jones, Office and Facilities Manager  E: Amanda.jones@abdiocese.org.uk  Postal: Bishop’s House, The Upper Drive, Hove BN3 6NB.  Electronic signing and submission are acceptable. If you do not hear from us within 21 days of the closing date, please assume your application has been unsuccessful on this occasion. |
|  |

Personal Details

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Previous surnames (if applicable): |  |
| Forenames (in full): |  |
| Address: |  |
| Postcode: |  |
| Telephone (evening): |  |
| Telephone (day): |  |
| Mobile: |  |
| Email: |  |
| National Insurance No.: |  |
| Do you hold a current driving licence? | Yes  No |
| Would you have the use of a car for the purpose of this post? | Yes  No |
| Are you related to any member of the staff currently employed by the Diocesan Trust? | Yes  No |
| If yes, please state the relationship: |  |
| If offered this post, when could you take up employment? |  |
| Where did you see this job advertised? |  |

Applicants with Disabilities

The Diocese of Arundel and Brighton is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process or you wish to discuss reasonable adjustment in the role itself, please contact the COO.

### Alternatively, you can give details here:

|  |
| --- |
|  |

Education, Professional Qualifications & Training

Please provide in chronological order. Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/address  of school/university/institution | Dates  (from—to) | Course details | Qualifications  obtained, with grades |
| Educational qualifications | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Professional qualifications (including those from professional institutions) | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Training courses attended (only if relevant to the person specification) | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Career History

Please begin with your present or most recent employer. We do not accept CVs as part of the application process. Short-listing will be carried out on the basis of the application form only.

| Dates  (from-to) | Name and address of employer | Job title, brief outline of responsibilities |
| --- | --- | --- |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |
|  |  | Job title: |
| Duties and Responsibilities: |
| Reason for leaving: |
| Final Salary: £ |

Please give details of, and provide an explanation for, any time when you were not working or in full-time education below. The information on this form must provide a complete chronology from the age of 16. Failure to provide a full account may lead to your application being rejected.

| Dates  (from-to) | Details and explanation for time spent not working or in full-time education. |
| --- | --- |
|  |  |
|  |  |
|  |  |

Voluntary Work

| Dates  (from-to) | Position held | Name and address of voluntary organisation | Brief outline of your role |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Competencies and Personal Statement

The person specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification. Short-listing will be based upon how well you demonstrate your ability to meet the essential criteria and how you will relate to key stake holders associated to this role. Please also state why you are interested in the role and why you would like to work for the Diocese.

|  |
| --- |
|  |

Referees

Please give the name, address, and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family or a friend and you should state the capacity in which they know you. If your post requires a disclosure by the Disclosure and Barring Service, we regret that a professional reference cannot come from a member of the Arundel and Brighton Diocesan clergy or any current employee of the Diocesan Trustees.

Please note that the Diocese of Arundel and Brighton reserves the right to contact any former employer for a reference. References will be taken up for those shortlisted for the post after interview.

|  |  |  |
| --- | --- | --- |
|  | Present/most recent employer | Second referee |
| Name: |  |  |
| Address: |  |  |
| Phone number: |  |  |
| Email: |  |  |
| Capacity in which they know you: |  |  |
| Between which dates? |  |  |

Immigration, Asylum & Nationality Act 2006

|  |
| --- |
| The Diocese of Arundel and Brighton will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. Further information on the UK Government’s immigration policy can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) Immigration and Nationality page.  By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will be promptly provide documentary evidence of such entitlement when requested: |

GDPR

## The personal information we collect from you on this form will not be transferred to any third party for marketing purposes. It will be used in accordance with the General Data Protection Regulations 2018 and transferred only to a third party in accordance with the Regulations, as required by law. Your personal data will be destroyed and deleted from our systems three months after the final interviews for this post, unless you are appointed to the role, in which case it will be retained within confidential Human Resources filing. You can read our full privacy notice at <https://finance.abdiocese.org.uk/data-protection>

Declaration

|  |
| --- |
| * I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may render me liable to subsequent summary dismissal. * If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to my employer. * I understand that if I am successful (in accordance with the General Data Protection Regulation / Data Protection Act 2018) that this form and any enquiries made in response to the contents of this form will be retained by the Diocese within confidential filing. * I declare that the information I have given on this form is correct and true to my knowledge.      * I understand that any offer of employment will be subject to receipt of two references that are satisfactory to the Diocese of Arundel and Brighton.      * I also agree that my records may be held on a computerised database or other relevant filing systems and to be shared with other accredited organisations of agencies in accordance with the General Data Protection Regulation / Data Protection Act 2018.   Signature:  Date:  Typing your name is considered a signature for the purpose of this declaration. |