****

**Application Form**

|  |  |
| --- | --- |
| Post Applied For |  |
| Where did you first see this vacancy? |  |

**Personal Details**

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename |  |
| Known As (not nickname) |  |
| Address |  |
| Home phone number |  |
| Mobile phone number |  |
| Email Address |  |
| Do you have a current driving license? |  |
| If so, do you have any penalty points (give details |  |

**Education and Training**

|  |  |
| --- | --- |
| Secondary Education (Please give details of the School that you attended, the qualifications you took and the grades you were awarded. | University/ College/ Further Education and Training (Please give details of the qualifications and the grades you were awarded. |
|  |  |

|  |
| --- |
| Please give details of any membership bodies that you belong to. |
|  |

**Employment History – Current or most recent Employer**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date employment started |  |
| Date employment ended |  |
| Job Title |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

**Employment History – Previous Employment (in date order)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date employment started |  |
| Date employment ended |  |
| Job Title |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

**Employment History – Previous Employment (in date order)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date employment started |  |
| Date employment ended |  |
| Job Title |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

**Employment History – Previous Employment (in date order)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date employment started |  |
| Date employment ended |  |
| Job Title |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

**Employment History – Previous Employment (in date order)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date employment started |  |
| Date employment ended |  |
| Job Title |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

**Employment History – Previous Employment (in date order)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date employment started |  |
| Date employment ended |  |
| Job Title |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

|  |
| --- |
| Describe your current employment in terms of responsibilities and relationships with others. |
|  |

|  |
| --- |
| Why do you feel you are suited to this post?For each section on the Person Specification, please give examples to show why you are suited to the post you are applying for. You could use the STAR method to lay out your answers against each item on the Person Specification.The STAR method is as follows:* + S – Situation – what was the situation you were facing?
	+ T – Task – What was it that you needed to do?
	+ A – Action – How did you complete the task and why? (highlight only your contribution, not others)
	+ R – Result – What was the outcome of your actions, what went well, and what did you learn?
 |
|  |
| Public duties undertaken (JP, Local Councillor, Community Work etc) |
|  |

|  |
| --- |
| Have you ever been employed by this organisation or a connected organisation? |
|  |

|  |  |
| --- | --- |
| How much notice are you required to give to your current employer? |  |

**References**

Present Employer

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Occupation |  |
| May we apply for a reference now? |  |

Personal References – Please give us the details of 2 people who can provide a personal reference for you. They must not be family members or friends.

Personal Reference 1

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Occupation |  |

Personal Reference 2

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email Address |  |
| Occupation |  |

**Job Applicant and Clergy Applicant Privacy Notice**

**COVENTRY DIOCESAN BOARD OF FINANCE LTD** (‘we’ or ‘us’) provide this notice to make job applicants (including applicants for clergy positions and other positions as office holders) aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data (‘Data Protection Legislation’)) references to ‘Personal Data’ and ‘Sensitive Personal Data’ within this notice shall be references to those terms as defined in Data Protection Legislation.

**Personal Data**

We ask for Personal Data from job applicants and applicants for positions with the Clergy and/or other office holder positions including C.V’s and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. If we do not employ you, we may still retain for up to 1 year so that we can consider you for future roles.

**Sensitive Personal Data**

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised**.** The provision of such Sensitive Personal Data by you is entirely voluntary.

If you have any medical condition or disability which may require special facilities or support at interview we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law and making decisions regarding your fitness for work.

**Staff Privacy Policy**

For further information on how your information is used, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please request a copy of our Staff Privacy Policy from the HR department.

**Candidate Declaration**

|  |
| --- |
| I confirm that the information provided by me is true and correct to the best of my knowledge. I realise that if I am employed and such information is found to be false, I am liable to dismissal without notice.If employed, I agree to abide by the Organisation’s rules and regulations as are currently in operation, and as amended by the Coventry Diocesan Board of Finance from time to time.If you are applying for a post which requires a DBS check, the 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.The provisions of the Data Protection Act 1998 preclude the Coventry Diocesan Board of Finance from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your Application and the associated documents, is for specific employment consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become an employee of the Coventry Diocesan Board of Finance within that timescale. Your signature on this form indicates your acceptance of the above conditions.If offered the position you will be asked to present original documentation confirming your right to work in the United Kingdom prior to the commencement of your employment.By signing this document, you confirm that you are free to remain and work in the UK with no current immigration restrictions. |

|  |  |
| --- | --- |
| Signature |  |
| Date |  |