



Employment Application Form

Please read our guidance notes/application pack before you fill in this application form.

Please type into the boxes to complete the form

Job post applied for:
Job reference number:
Where did you see the post advertised?

1. Personal details

Title:	First name(s):	Surname:
Previous surname if changed through deed poll or by marriage:		
Address:		
Postcode:		
Email address:		
Please tick this box if you have lived at a different address in the last 5 years: <input type="checkbox"/>		
Date of Birth:		
Mobile phone:	Home phone:	
Work phone:	Can we telephone you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any disabilities?	Yes	No
If yes, please specify and indicate if you require any special arrangements to be made for your assessment or interview, as well as how it could affect your day-to-day activities on account of your disability?		
Do you need a work permit or sponsorship to work in the United Kingdom? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you currently hold a work permit or visa, please give details including its type and expiry date:		
Do you hold a current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any current driving endorsements? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		
Do you have the use of a car? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Education

Starting with the most recent, please list your education history (last 5 years) but **include all professional, degrees or relevant qualifications that you may have obtained**. A CV can be sent with your application to cover your education and training/development history.

Dates From To		School, College or University	Full or Part time	Subjects taken	Qualifications	Grades achieved

Qualification(s) you are currently studying for

Qualification	Level/part/other details	Finish date

Training and development

Starting with the most recent, please give details of any training courses or events you have attended which are relevant to this post

Dates From To		Course title	Course provider	Summary of content

Registration and membership of any professional or trade bodies

Please do not use abbreviations and include contact details

Organisation	Membership level/grade	Registration or membership No.	Date obtained	Date of expiry

3. Employment

Name and address of current employer:

Job title:

Start date:

Current salary:

Period of notice:

Reason for leaving:

Please give a brief summary of the main duties of your current job:

If selected for interview stage, please indicate any dates you would be **unable** to attend due to prior commitments that cannot be changed:

Employment history

Please give details of your previous jobs for the last 10 years, starting with the most recent. Make sure you explain any gaps in your employment. (Continue on a separate sheet, if necessary, indicating your name and job reference number). *A CV can be sent with your application to cover your employment history.*

Dates From To		Employer's name	Job title	Brief summary of your key duties	Reason for leaving

4. Referees

Please give the name and address of two referees, one of whom should be your current or most recent employer and not a relative. The second referee should be from a different employer wherever possible. We will only take up references in writing once we have made a provisional offer of employment. Any reference(s) may also be followed up by telephone. We reserve the right to verify any part of your application form by asking for further references.

Present or last employer Name:	Second referee (a previous employer wherever possible) Name:
Job title:	Job title:
Address:	Address:
Email:	Email:
Phone:	Phone:
Relationship to you:	Relationship to you:

5. Supporting Statement

Please write a statement to support your application, providing relevant details of your knowledge, experience and skills relating it to the person specification of the post you are applying for. Also give details of any achievements, career plans or particular areas of work experience (including voluntary work), which you feel are most relevant to this post. (Continue on a separate sheet if necessary.)

6. Declarations

a) Have you been bound over, convicted or charged with a criminal offence; received a police caution, final warning or reprimand; or are you currently the subject of any police investigation whether in the UK or any other country? (please tick) Yes No

If yes, please provide full details, including the approximate date, the authority and the country concerned. (Spent convictions do not need to be declared unless the post applied for is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975):

Note: Any information you supply in respect of the above question will be treated as confidential and will not necessarily prevent you from being considered for the post for which you have applied.

Data Protection

Your personal details will be treated as confidential and kept for no longer than necessary. If you are accepted as an employee the information you have provided on the application and diversity monitoring forms will become part of your personal records. Some of the information may be held on a computer database.

I hereby give my consent to Ruach City Church processing the data supplied in this application form for the purpose of recruitment and selection.

Individuals have, on written request and payment of a fee (if applicable) the right of access to personal data held about them.

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them. Ruach City Church treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in Ruach's job applicant privacy notice.

Disclosure & Barring Service (DBS) check

I understand that a number of posts within Ruach City Church are subject to disclosure checks and I agree to undertake this process, if applicable. I understand that the appointment, if offered, is subject to health clearance, verification of details, the right to work in the UK and, if appropriate, confirmation of qualifications and/or professional registration.

I certify that the information given on this form is correct and understand that any misleading information or deliberate omissions will be regarded as grounds for withdrawal of an offer or, if appointed, subsequent disciplinary actions which could lead to dismissal.

Signed:

Dated:

Please send your completed application form by the closing date to:

Email: HR@ruachcitychurch.org or

Postal Address: Private & Confidential Jacqui Heslop, Head of HR & Administration, Ruach City Church, 122 Brixton Hill, London SW2 1RS or

Submit your application online (www.ruachcitychurch.org)

The information in this application form will be held in strictest confidence and in accordance with Data Protection.

Ruach City Church – Employment Application Diversity monitoring form

Ruach City Church seeks to reflect the diversity of the local community in terms of ethnic and cultural background, gender, age and disability. As such Ruach City Church asks all potential employees to complete and return this monitoring form. Upon receipt it is separated from your application form and is not seen by the selection panel. The information will be used for compiling statistics for monitoring purposes and will be treated confidentially and play no part in the selection process.

First Name(s):	Surname:
Job reference number:	Post applied for:
Age band: <input type="checkbox"/> 18-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-65 <input type="checkbox"/> 65+	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	

Ethnic group (please tick the relevant box)				
<u>Black or Black British</u>	<u>Asian</u>	<u>White</u>	<u>Mixed</u>	<u>Other</u>
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Other
<input type="checkbox"/> British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> European	<input type="checkbox"/> White and Asian	
<input type="checkbox"/> Other Black	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other White	<input type="checkbox"/> Other mixed	
Where 'other' is crossed please provide further information:				

Religion	
Languages spoken & level (i.e. basic, fluent)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

Disability
Under the Equality Act 2010, a disability is defined as a physical, sensory or mental “impairment which has, or had, a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.
Do you consider yourself to have a disability as defined under the Equality Act 2010? <input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes' please indicate which category best describes your disability:
<input type="checkbox"/> Hearing <input type="checkbox"/> Sight <input type="checkbox"/> Physical/motor disability <input type="checkbox"/> Language <input type="checkbox"/> Learning difficulties <input type="checkbox"/> Other
If 'other' please specify:

Data Protection
Your personal details will be treated as confidential and kept for no longer than necessary. If your application is successful your application and monitoring forms will become part of your personal records. Some of the information may be held on a computer database.
Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them. Ruach City Church treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in Ruach’s job applicant privacy notice.
Signed: _____ Dated: _____