Please type or print clearly, complete all sections and return to the address at the end of this document. If you need more space please continue on additional sheets.

1. **Personal Details:**

|  |  |
| --- | --- |
| Name of position: |  |
| Full Name: |  |
| Home address:Post code: |  |
| Telephone - Mob:H:W: |  |
| May we call you at work; Y/N: |  |
| Email: |  |
| If you are *not* a citizen of the UK, do you possess the relevant work permit; Y/N: |  |

1. **Education and training:** Please list your education and qualifications, starting with the most recent:

|  |  |  |
| --- | --- | --- |
| Dates | Place | Qualifications attained |
|  |  |  |

Please list any other professional, trade or vocational qualifications:

|  |
| --- |
|  |

1. **Employment history:** starting with your current or most recent employer please list in chronological order. (Continue on a separate sheet if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (month & year) | Name and address of employer | Job title and summary of duties | Reason for leaving / Notice period required |
|  |  |  |  |

1. **Declaration:** Please fill in the section below. Under the Rehabilitation of Offenders Act 1974 you do not have to disclose information on certain convictions after a set period of time however this post is **exempt** from the above Act therefore **all** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence; Y/N: |  |
| Do you have any criminal charges or summonses pending against you; Y/N: |  |

Having a criminal record will not necessarily bar you from working with us.

1. **References:** Please provide the names, addresses, phone numbers and email addresses of three referees. At least one must be your current or most recent employer:

|  |  |  |  |
| --- | --- | --- | --- |
| Reference: | 1 | 2 | 3 |
|  | Current or most recent employer | Church Minister / other referee | Personal / other referee |
| Name and Occupation: |  |  |  |
| Contact details: |  |  |  |
| How do they know you? |  |  |  |
| May we approach them now; Y/N: |  |  |  |

1. **Other**

|  |
| --- |
| If you have a disability please tell us about any adjustments we may need to make to assist you at interview: |

|  |
| --- |
| Please tell us if there are any dates when you will not be available for interview: |

|  |
| --- |
| Is there any other information you would like to include in your application? Use the space below: |

|  |  |
| --- | --- |
| Where did you hear about the position? |  |

1. **Completing an application:**

Once you have completed the sections please do the following:

* Send a letter outlining why this position interests you and why you think you would be good at it.
* Send your curriculum vitae (no more than two pages)
* Sign the declaration below and email to recruitment@allsouls.org or send to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA

**To the best of my knowledge and belief, I confirm that the information I have provided on this form is correct.**

**Signed: Date:**