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: |  |

**2. 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:

|  |
| --- |



**3. 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 |
| --- | --- | --- | --- |
|  |  |  |  |

**4. 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.

**5. 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 | Personal / other referee |
| Name and Occupation: |  |  |  |
| Contact details: |  |  |  |
| How do they know you? |  |  |  |
| May we approach them now; Y/N: |  |  |  |

**6. 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? |  |
| --- | --- |

**7. Completing an application:**

Once you have completed the sections please do the following:

* A covering letter of not more than two sides of A4 explaining why the role is of interest to you and how you meet the person specification
* Send your curriculum vitae (no more than two pages)
* Sign the declaration below and email to [recruitment@allsouls.org](mailto: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:**