



# St Leonard's Church, Chesham Bois

[www.stleonardscb.org.uk](http://www.stleonardscb.org.uk)

St Leonard's Church Office, Glebe Way, Chesham Bois, Amersham HP6 5ND, UK

## Administrator

### APPLICATION FORM

**Please complete this form and submit by email to [office@stleonardscb.org.uk](mailto:office@stleonardscb.org.uk)**

**Please return this form by Monday 12th August**

#### PERSONAL DETAILS

Full name .....

Address .....  
.....

Postcode ..... Date of Birth .....

Email Address: .....

#### Contact Numbers

(Home) .....

(Work) .....

(Mobile) .....

Church currently attended\* .....

\* There is a genuine occupational requirement for a committed Christian.

Are you eligible to reside and work in the UK? YES/ NO

Do you hold a clean driving licence? YES / NO

Do you own a car? YES / NO

**EDUCATION**

Please give details of educational and professional qualifications, together with dates and names of schools/colleges attended.

Dates		Place of Study	Qualifications Attained
From	To		

**PRESENT AND PREVIOUS APPOINTMENTS**

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Employer	Job Title and Summary of Duties	Reason for Leaving
From	To			

*(Use a separate sheet if necessary)*

**CHRISTIAN DISCIPLESHIP**

Please tell us how you became a Christian, and something of your journey so far:

**YOU AND THE POST**

Please give your reasons for applying for the post and why you think you are suited to the role. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere that you feel is relevant.

*(Use a separate sheet if necessary)*

**HOBBIES AND INTERESTS**

Please give details of your main hobbies and interests outside of work:

## **SICKNESS AND ABSENCE**

Have you been absent from your employment through illness for a period of more than 5 consecutive days in the last 24 months? YES / NO

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If yes, please give details below

Do you consider yourself to have a disability? YES / NO

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If yes, please give details below

## **REFERENCES**

Please give the names of three referees. It is important that they can comment on your professional expertise and knowledge. At least one should be your current or most recent employer or your tutor. At least one should be able to comment on your Christian faith and on your work with children/young people. We will only take up the references of those who are shortlisted. Please indicate against each referee whether we may approach them before interview.

### **1. Present employer or tutor**

Name .....

Address.....

.....

.....Post Code.....

Tel. No. ....e-mail address.....

May we approach this referee now? YES / NO

## 2. **Second Referee - your current Church Pastor/Church Leader**

In what context does this referee know you? .....

.....

Name .....

Address.....

.....

.....Post Code.....

Tel. No. .... e-mail address.....

May we approach this referee now?

YES / NO

## 3. **Third Referee**

In what context does this referee know you? .....

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Name .....

Address.....

.....

.....Post Code.....

Tel. No. .... e-mail address.....

May we approach this referee now?

YES / NO

## REHABILITATION OF OFFENDERS ACT

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Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become "spent". However, this post is **exempt** from the above Act. This means that **ALL** convictions, cautions or bind-overs must be declared and cannot be regarded as spent.

Have you been convicted of any criminal offence (including "spent" convictions),  
or are you currently the subject of a police or social services investigation involving any alleged offence?

YES / NO

If yes please provide full details on a separate sheet.

*Please note that a full "enhanced disclosure" will be applied for from the Disclosure and Barring Service for the successful applicant and appointment to the post will be dependent on satisfactory clearance.*

Where did you see this post advertised? .....

### DECLARATION

I confirm that the information contained on this application form is correct and accurate to the best of my knowledge. I agree to the information being processed in accordance with the Data Protection Act.

Signature ..... Date .....

*Please return the completed application form by email by .....to:  
office@stleonardscb.org.uk*