



Christ Church
Chislehurst

APPLICATION FORM for Youth Minister

Part A

PERSONAL DETAILS

Position applied for: Youth Minister	
Family Name (BLOCK CAPITALS)	Other Names in Full
Marital Status:	National Insurance No:
Permanent Address:	Temporary Address (if applicable)
Telephone No. Home: Mobile:	Telephone No.
E-mail address:	

EDUCATIONAL AND TRAINING DETAILS**PART B****Secondary and Higher Education**

Secondary Schools attended	from	to	Details of subjects, and examination results
University/College (and other Further Education)	from	to	Details of subjects and examination results and qualifications held

Attendance at training courses relevant to your employment

Course title	Organising body	Date and details
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Membership of professional bodies

Body	Date of admission
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EMPLOYMENT DETAILS**PART C****Present or most recent employment**

Employer's Name:	
Employers address	
	Post Code
Job Title:	Date commenced: Date of leaving (if applicable):
Brief description of duties and responsibilities:	
What is your present or last salary:	What is the earliest you could take up the appointment:

Previous employment - Starting with the most recent

Employer	From		To	
Job Title & Duties				
Reason for leaving				
Employer	From		To	
Job Title & Duties				
Reason for leaving				
Employer	From		To	
Job Title & Duties				
Reason for leaving				
Employer	From		To	
Job Title & Duties				
Reason for leaving				

(continue on separate sheet if required)

INFORMATION IN SUPPORT OF YOUR APPLICATION

PART D

Details of voluntary work, or other relevant experiences

Outside interests, hobbies, membership of societies etc.

Are you a member of the Church of England? YES/NO
If 'NO' please state if you belong to any other Christian church or Religious Body

If 'YES' please state your regular place of worship

Additional Information

This space is provided for any additional information you consider relevant to your application. Please include details of relevant experience and your reasons for applying for this vacancy

Your career – please describe how you feel about your career to date

Please feel free to use an additional sheet if necessary.

Achievements - please outline any specific achievements and show how they could be applied to our work

Please feel free to use an additional sheet if necessary.

Experience – please give details of your experience and any specialised knowledge which you consider relevant to your application

Please feel free to use an additional sheet if necessary.

Responsibility/Accountability – please describe your experience in the following areas
Supervisor/Decision making/Problem solving

Please feel free to use an additional sheet if necessary.

Systems and Applications – please give details of your experience with PCs and/or computer systems (please include details of packages used and competency level)

Please feel free to use an additional sheet if necessary.

Working for Christ Church Chislehurst PCC – please explain why you would like to work for Christ Church and why you are looking to leave your current employment

Please feel free to use an additional sheet if necessary.

Any other information to support your application

Please feel free to use an additional sheet if necessary.

SUPPLEMENTARY INFORMATION
Particular Requirements

PART E

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview

Please give any details of any particular arrangements you will need us to make in order for you to attend an interview

Please describe any particular requirements you may need at work, these can be discussed with you at interview

Criminal Conviction

Have you ever been convicted of a criminal offence other than Motoring offences and spent convictions?

Yes/No

If yes, please specify on a separate sheet and attach to this form

SUPPLEMENTARY INFORMATION (CONTINUED)

Are there any restrictions on you taking up employment in the UK? Yes/No

The successful candidate will be required to produce their passport to verify this statement

Reference

Please give the names and addresses of referees who have knowledge of your work and character. These should include at least two employers you have worked for previously

Name	Position
Address	
	Telephone
May we approach your referee without further reference to you? Yes/No	
Name	Position
Address	
	Telephone
May we approach your referee without further reference to you? Yes/No	
Name	Position
Address	
	Telephone
May we approach your referee without further reference to you? Yes/No	

**Please return your completed application form by 12 noon on to:
 Rev Dave Johnston
 Christ Church Vicarage, 62 Lubbock Road, Chislehurst, BR7 5JX
 And/ or dave.j@ccchislehurst.org**

TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT

Signed.....

Date.....

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The purpose of these notes is to provide you with some guidance on completing the application form.

Please **DO NOT**

- (a) submit a CV instead of completing this form
- (b) enclose additional material with this form, (eg, printed matter), other than additional pages when you run out of space on the form.

The job description and person specification will list the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.

GENERAL POINTS

Part A – Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

Part B – Education and Training

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or in your social life.

Part C – Employment Details

Please include a brief summary of the main duties and responsibilities in your present and in any previous position. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details about the date and what you were doing at this time, (eg, travelling, bringing up a family, studying, unemployed).

Part D – Information in support of your application

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life, (eg, home, work, leisure interests), that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in this section; and please specify examples of your own responsibilities and achievements, (not those of your section, branch or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You must provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements rather than just saying that you can.

Part E – Supplementary information

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work.

We also need you to let us know if you have any unspent criminal convictions, and also whether you are entitled to work in the UK. For some posts you will be required to obtain CRB Disclosure – if this is the case details will have been given on the advertisement.

Please think carefully about your references. You are asked to give at least two employers. If you are a school or college leaver you should give your head-teacher or college course leader's details. If you have had a Saturday job you could use those details.