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### APPLICATION FORM

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| **Post**  Internal use only  Candidate’s Ref No:  Received: | **Diocesan Director of Education** |
| **Closing Date** | **Monday 16th May at noon** |

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| **Personal Details** | | |
| **Title** |  | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** | Home | Mobile |
| **Email** |  | |
| Are you a British subject?YES □ NO □ If no, what is your nationality?  Are you free from UK immigration control and able to remain, reside and work indefinitely in the UK? YES □ NO □ If applicable, please state the expiry date of your right to work in the UK and/or your work permit/visa. | | |

**What training, qualifications or skills do you have relevant to this post?** Please provide details below**,** please insert additional rows or attach a separate sheet as necessary

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| **EDUCATIONAL / PROFESSIONAL / VOCATIONAL QUALIFICATIONS OBTAINED** | | | | | | | | | | |
| Dates | | | Name of establishment where qualification was obtained  School/ College/ University/ Workplace etc | | | | Qualification(s) Gained | | | Grade/  Level |
| From Mth/Yr | | To  Mth/Yr |
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| **CURRENT MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | | | |
| Name of Body | | | | Grade of Membership | | Date of Admission | | | How did you achieve this membership? | |
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| **ARE YOU UNDERTAKING ANY COURSE OF STUDY AT PRESENT?** If so please give details | | | | | | | | | | |
| Date | Training Course Title | | | | Duration | | | Organising Body | | |
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| **TRAINING RECEIVED** during the past 3 years. Please insert additional rows if needed. | | | | | | | | | | |
| Date | Training Course Title | | | | Duration | | | Organising Body | | |
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| **Welsh Language**  Are you a Welsh speaker Yes □ No □  Are you a Welsh learner Yes □ No □  What is your level of proficiency? | | | | | | | | | | |
| It is our policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. | | | | | | | | | | |

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| **EMPLOYMENT HISTORY**  Present or most recent employment |
| **Job Title:**    **Current salary:**  **Name and address of present or most recent employer:**  **Start date:**  **Leaving date (if appropriate):**  **Reason for leaving:**  **Brief description of job and main duties:** |
| If appointed, when would you be available to take up the post?  Dates that you are not available for interview: |

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| **Previous Employment History**  Please give details of previous employment history, most recent first. You can include any unpaid or voluntary work you have undertaken. Any dismissal or redundancy must be clearly stated. Please insert additional rows or attach a separate sheet as necessary.  a | | | | | |
| Dates | | Employer/Self Employed  Please include name and address | Post Held and  Main Responsibilities | Salary | Reason for Leaving |
| From Mth/Yr | To  Mth/Yr |
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| Additional Information |
| Please give details of time not accounted for elsewhere on this application form. |
| Do you hold a current United Kingdom driving licence? Yes □ No □ Do you have use of a car? Yes □ No □ If “Yes” do you have any current endorsements: |
| Do you currently have any other employment other than your main job? Yes □ No □  If ‘Yes’, please provide details below: Post:Hours worked per week |

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| **CONVICTIONS** |
| Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions.  Yes □ No □  Spent convictions do not have to be declared if the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. |
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| Are you related to a member or employee of the Diocesan Board of Finance?  Yes □ No □  If yes, please provide details |

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| Where did you see the advertisement for this post? Diocesan/Church in Wales publication or website □ Local Press □ Internet □  Job Centre □ Word of Mouth □ Professional Publication (please specify) □  Other -please provide details |

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| REFERENCES | |
| Please supply the names, addresses, telephone numbers and email addresses of two referees, one of which must be your present employer or manager. If you are not currently in employment, please include your last employer or manager. You should note that any of your previous employers may be contacted for a reference.  **UNLESS YOU INDICATE TO THE CONTRARY, REFERENCES WILL BE REQUESTED FOR SHORTLISTED CANDIDATES PRIOR TO INTERVIEW**. | |
| Title / Name:  Profession:  Relationship or connection to applicant:  Address:  Post Code:  Tel No:  E-mail (essential):  Please do not contact this referee unless I am offered the position □ | Title / Name:  Profession:  Relationship or connection to applicant  Address:  Post Code:  Tel No:  E-mail (essential):  Please do not contact this referee unless I am offered the position □ |

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| **YOUR EXPERIENCES AND ACHIEVEMENTS**  *Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application, with specific reference to the job specification. One additional A4 sheet may be attached* |
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| **DECLARATION** |
| **I declare that the information set out in this application form is true in all respects and I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed. I am also aware that canvassing of members or employees of the Diocesan Board of Finance will disqualify me.**  **Signed**  **Date** |
| Data Protection – Information provided by you will be handled in accordance with the St Asaph Diocesan Board of Finance Job Applicant Privacy Notice which isavailable on the Diocesan website: [Diocese of St Asaph Data Privacy Notice](https://dioceseofstasaph.org.uk/wp-content/uploads/DATA-PRIVACY-NOTICE-DIOCESE-OF-ST-ASAPH-updated.pdf) |

**EQUAL OPPORTUNITIES MONITORING FORM**

In accordance with its equal opportunities statement, the Diocesan Board of Finance will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, or age.

You may of course, prefer not to answer one or any of these questions but if you do respond, all information will be treated in confidence and will be used solely for the purpose of providing statistics for equal opportunity monitoring. The monitoring form does not form part of your application.

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| **Gender**: Man □ Woman □ Intersex □ Non-binary □ Prefer not to say □  If you prefer to use your own term please specify: | |
| **Are you married or in a civil partnership?** Yes□ No □ Prefer not to say □ | |
| **Age:** 21-29 □ 30-39 □ 40-49 □ 50-59 □ 60-64 □ 65+ □ Prefer not to say □ | |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box. | |
| **White**  Welsh □ English □ Scottish □ Irish □ Northern Irish □ Gypsy or Irish Traveller □  British □ Prefer not to say □ Other white background (please specify) | **Mixed/Multiple Ethnic Groups**  White and Black Caribbean □ White and Asian □  White and Black British □ White and Black African □  Prefer not to say □  Other mixed background (please specify) |
| **Asian/Asian British**  Indian □ Pakistani □ Chinese □  Bangladeshi □ Prefer not to say □  Other Asian background (please specify) | **Black/African/Caribbean/Black British**  Caribbean □ African □ British □  Prefer not to say □  Other black/African/Caribbean background (please specify) |
| **Other ethnic groups**  Arab □ Prefer not to say □ Any other ethnic group (please specify) | |
| **What is your sexual orientation**  Heterosexual □ Gay □ Lesbian □ Bisexual □ Prefer not to say □  If you prefer to use your own term please specify: | |
| **Religion**  Please state preferred religion or belief: | |

Please return your completed form to:

[pamelavernon@cinw.org.uk](mailto:pamelavernon@cinw.org.uk) or post to Pamela Vernon Diocesan Office, High Street, St Asaph LL17 0RD