

**APPLICATION FORM FOR AN APPOINTMENT AT HEXHAM TRINITY METHODIST CHURCH**

**CONFIDENTIAL**

To be completed by the employing body prior to issue:

<b>POST:</b>	Church Administrator
<b>METHODIST CHURCH/CIRCUIT:</b>	Hexham Trinity Methodist Church, Tynedale Circuit
<b>CIRCUIT No.</b>	20/8
<b>DISTRICT:</b>	Newcastle Upon Tyne
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b>	Revd Paul Dunstan Hexham Trinity Methodist Church Beaumont Street Hexham NE46 3LS  E-mail: <a href="mailto:minister@hexhamtrinity.org.uk">minister@hexhamtrinity.org.uk</a>  Telephone – 07727 672535
<b>CLOSING DATE:</b>	12 noon on Tuesday 1 <sup>st</sup> February 2022

**Please complete this application in black ink or black type**

## 1. PERSONAL DETAILS

This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with \* must be completed.

**Post applied for:**

Church Administrator at Hexham Trinity Methodist Church

**Where did you hear about the post**

**Title:**

**Surname:** (Block letters)

**First names:**

**Address:** (Block letters)

**Post Code:**

**Telephone number:**

Home:

Daytime:

Mobile:

**E-mail address:**

**WORK PERMIT\*** : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before Hexham Trinity Methodist Church can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes

No

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick)

Yes

No

If **“No”** please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?

Yes  No

If yes, please supply further details:

**EQUAL OPPORTUNITIES:** In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

## **INFORMATION FOR APPLICANTS**

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- Along with this application you have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Pages 1 to 3 of this form and the equal opportunities form will be removed by the Church Office before the applications are circulated to the interviewing panel for shortlisting.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

## APPLICATION FORM

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	Church Administrator
<b>METHODIST CHURCH/CIRCUIT</b>	Hexham Trinity Methodist Church, Tynedale Circuit
<b>CIRCUIT NO.</b>	20/8
<b>DISTRICT</b>	Newcastle Upon Tyne
<b>CLOSING DATE</b>	12 Noon on Tuesday 1 <sup>st</sup> February 2022

For Office Use Only	
<b>Date Received</b>	
<b>Application No</b>	
<b>Special needs at Interview</b>	
<b>Shortlisted</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Appointed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**2. EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.

<b>Name and Address of Employer</b>	<b>Position Held</b>	<b>From To Month/Year</b>	<b>Reason for Leaving</b>

**3. Why are you applying for this job?**

**4. What particular proven abilities, qualities and other attributes would you bring to the post?**

**5. How do you think you would do the job?**

**6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.**

**7. Additional Information**

You are welcome to give additional information, which may be written, in the space below.



**8. REFERENCES**

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

**1.**

Name:

Position:

Organisation  
Name and Address:

Email:

Telephone:

**2.**

Name:

Position:

Organisation Name and Address:

Email:

Telephone:

**3.**

Name:

Position:

Organisation  
Name and Address:

Email:

Telephone:

**9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**

Signature:

Date: