

APPLICATION FORM FOR AN APPOINTMENT AT HEXHAM TRINITY METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

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

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

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

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: