**Livingwell Community Church**

[livingwellcomchurch@outlook.com](mailto:livingwellcomchurch@outlook.com)

**APPLICATION FORM**

Please complete this form legibly, together with your Curriculum Vitae and return it on or before the closing date specified in the advertisement.   
Late applications will not be considered. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**1. POSITION APPLIED FOR:**

**2. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Title: | Telephone number (Work): |
| Address (including postcode: | Email: |

|  |  |  |
| --- | --- | --- |
| **Do you have the right to work in the UK?**  Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes** | **No** |

**3. EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of School** | **Examinations taken and Qualifications Gained (Specify Grades)** |
|  |  |  |  |

**4. FURTHER/ HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution**  **(state if Full or Part Time)** | **Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)** |
|  |  |  |  |

**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| **Date Joined** | **Institute/ Organisation** | **Grade Of Membership (Where appropriate)** |
|  |  |  |

**6. EMPLOYMENT RECORD** Please list chronologically, starting with current or last employer. **Any gaps in employment must be highlighted and explained**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**7. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, including dates, if appropriate:** |
|  |

**8. SUITABILITY FOR THIS POSITION** (You must refer to the Person Specification for this role)

On separate sheets of paper (no more than two sides of A4 using no smaller than font size 12) please describe how you meet the criteria detailed in the Person Specification. **This will form a major part of the selection criteria and care should be taken completing this part of the application.**

**9. DISABILITY DISCRIMINATION ACT 1995**

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| --- |
| If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview. |

**10. REFEREES**

Please give the details of two work related referees, **including your current or most recent post**. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address (including email):  Telephone No.: | Address (including email):  Telephone No.: |
| Nature of Relationship: | Nature of Relationship: |

**11. VERIFICATION OF INFORMATION**

|  |
| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.  Signature: Date: |