



**ALVERSTOKE PARISH**

*Alive to God's Love in the Community*

**APPLICATION FORM**

**Schools and Families Lead**

**Closing Date for application: Tuesday 21st February 2023**

**Interview date: Friday 24th February 2023**

Please complete this application form electronically and return it to Revd Andrew Norris at

**rector@alverstoke.church**

*Once your application has been received, you will receive a conﬁrmation email.*

or by post to: **Alverstoke Rectory, Little Anglesey Road, Gosport PO12 2JA**

*Please complete this form as fully as you can, and enlarge any text boxes as necessary.*

*If you have any questions or queries, please do not hesitate to contact Andrew Norris*

**rector@alverstoke.church**

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| **Post applied for:** | Schools & Families Lead |
| **Where did you see the post advertised?** |  |

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| **PERSONAL DETAILS** | |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Known as** |  |
| **Any previous name by which you have been known** |  |
| **Address** |  |
| **Work tel. no.** |  |
| **Home/Evening tel. no.** |  |
| **Mobile tel. no.** |  |
| **E-mail** |  |

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| **CURRENT (OR MOST RECENT) EMPLOYMENT** | |
| **Post** |  |
| **Employer** |  |
| **Date from/to** |  |
| **Summary of responsibilities** |  |

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| **PREVIOUS POSTS (Most recent first)** Please account for any gaps. Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary. | | | | |
| **Employer** | **Post** | **From** | **To** | **Summary of responsibilities** |
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| **EDUCATION AND QUALIFICATIONS (Most recent first)**  Please give details of any relevant training and qualifications which you feel equip you to work with children, young people and/or vulnerable adults. Please include dates. | | | | |
| **School / college / training institution…** | | **From** | **To** | **Qualifications (level and grade)** |
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| **OTHER RELEVANT EXPERIENCE** | | | | |
| **Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with children, young people and/or vulnerable adults, whether paid or voluntary.** |  | | | |
| **Skills and experience relating to the role description** |  | | | |
| **The Parish Office is approached with enquiries about faith and life events. Can you describe an involvement in or awareness of the life of a church in its community, of Alverstoke Parish Church or of faith?** |  | | | |
| **Please comment on your understanding of the confidential nature of the role from your past or current experience** |  | | | |
| **Personal interests** |  | | | |
| **This role includes Christian teaching and leading in prayer and worship within the Anglican Church and so it is a Genuine Occupational Requirement (GOR) that the applicant is a practising Christian.**  **Please describe what being a Christian means to you and your own experience of the Christian Faith.**  **Please provide a full history of your church involvement (current and previous).** |  | | | |

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| **STATEMENT IN SUPPORT OF YOUR APPLICATION**  **Please indicate clearly how your skills and experience meet the requirements of the post as set out in the Role Description and Person Specification*.* Feel free to include any sense of priority or vision for the role.** | |
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| **ADDITIONAL QUESTIONS** | |
| **If successful, what is the earliest date that you could start the job?** |  |
| **Do you drive or if not, how would you travel around the parish?** |  |
| **Health Information**  **Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake this role’s duties safely.** |  |
| **Are you free to remain and work in the UK with no current immigration restrictions?** |  |

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| **REFEREES**  *Please provide details of three referees, including your present or most recent employer and from a leader in your church.*  Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied’, ‘to whom it may concern’ and verbal references will not be accepted. | | |
| **1** | **Name** |  |
| **Position** |  |
| **Address** |  |
| **Tel. No.** |  |
| **E-mail** |  |
| **In what capacity do you know this person?**  **May we approach before interview?** | | |

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| **2** | **Name** |  |
| **Position** |  |
| **Address** |  |
| **Tel. No.** |  |
| **E-mail** |  |
| **In what capacity do you know this person?**  **May we approach before interview?** | | |

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| **3** | **Name** |  |
| **Position** |  |
| **Address** |  |
| **Tel. No.** |  |
| **E-mail** |  |
| **In what capacity do you know this person?**  **May we approach before interview?** | | |

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| **CHILD PROTECTION and VULNERABLE ADULTS POLICY** | |
| **This position involves regular contact with children, young people and vulnerable adults, and this recruitment is therefore subject to the current vetting and barring procedures in line with diocesan policy and current DBS guidelines and legislation.** | |
| Have you ever been convicted of or cautioned with a criminal offence?  If yes, provide full details. | YES NO |
| *Because of the nature of the work you are applying for, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are “spent” under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest of confidence and used solely in relation to this application.* | |

**DATA PROTECTION ACT 1998**

Your signature on this document gives Alverstoke Parochial Church Council the right, under the Data Protection

Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating

to your application for employment, which have been notified to the Offices of the Information Commissioner.

Any processing of the data by the PCC will be in accordance with the PDBF’s Data Protection Policy and the

processing principles set out in the Act. The details you provide will only be shared with the interview panel and Application forms of unsuccessful candidates will be destroyed after 6 months.

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| **DECLARATION** | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of Alverstoke Parish. I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role.  I understand that any offer of appointment is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the role description.  I understand that if I am appointed there will be a settling in period and that I will be expected to complete induction programme and undertake relevant safeguarding training. | |
| **Signature of Applicant** |  |
| **Date** |  |