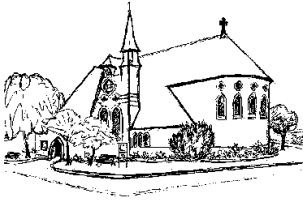




Diocese of **Rochester**  
called together



THE CHURCH  
OF ENGLAND



**St John the Evangelist Bromley**  
[www.saintjohnsbromley.com](http://www.saintjohnsbromley.com)



**APPLICATION FORM  
for the position of  
FAMILIES WORKER (Part-Time)**

Please complete this form electronically if possible  
For details on how to submit your form please see page 9

**PERSONAL DETAILS**

**PART A**

Family Name	Other Names in Full
Permanent Address	Temporary Address (if applicable)
Telephone No. Home: Mobile: E-mail address:	Telephone No.

**EDUCATIONAL AND TRAINING DETAILS****PART B****Secondary and Higher Education**

Secondary Schools attended	from	To	
University/College (and other Further Education)	from	to	Details of subjects and examination results and qualifications held

**Attendance at training courses relevant to your employment**

Course title	Organising body	Date and details
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**Membership of professional bodies**

Body	Date of admission
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**EMPLOYMENT DETAILS****PART C****Present or most recent employment**

Employer's Name	
Employer's address	
	Post Code
Job Title:	Date commenced: Date of leaving (if applicable):
Brief description of duties and responsibilities	
What is your present or last salary	What is the earliest you could take up the appointment:

**Previous employment - Starting with the most recent**

Employer	From		To	
Job Title				
Duties/responsibilities				
Employer	From		To	
Job Title				
Duties/responsibilities				
Employer	From		To	
Job Title				
Duties/responsibilities				

Details of voluntary work, or other relevant experiences

Outside interests, hobbies, membership of societies etc.

Are you a member of the Church of England?      YES/NO

If 'YES' please state your regular place of worship and your level of involvement

If 'NO' please state if you belong to any other Christian church or Religious Body

**Personal statement**

Please explain why you would like to be part of the team at St John the Evangelist Bromley and why you would be suited to the role of Families Worker.

**SUPPLEMENTARY INFORMATION**

**PART E**

Have you ever been convicted of a criminal offence other than spent convictions? Yes/No  
*If yes, please specify on a separate sheet and attach to this form*

Do you hold a current driving licence? Yes/No

Do you have regular use of a vehicle? Yes/No

Do you have a National Insurance Number? Yes/No

Are there any restrictions on you taking up employment in the UK? Yes/No  
*The successful candidate will be required to produce their passport (or other suitable document if no passport is held) to verify this statement.*

**Particular Requirements**

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview

Please give any details of any particular arrangements you will need us to make in order for you to attend an interview

Please describe any particular requirements you may need at work, these can be discussed with you at interview

**DECLARATION**

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT**

**Signed.....**

**Date.....**

**CONFIDENTIAL REFERENCES**

**PART F**

Please give the names and addresses of referees who have knowledge of your work and character. These should include at least one employer you have worked for previously.

Name	Position
Address	
Email	Telephone
In what capacity does this referee know you?	

Name	Position
Address	
Email	Telephone
In what capacity does this referee know you?	

Name	Position
Address	
Email	Telephone
In what capacity does this referee know you?	

Please ensure that your referees have agreed to provide a reference prior to giving us their details.



## **SUBMITTING YOUR APPLICATION FORM**

Please send your completed application form  
by Email to [saintjohnsbromley@gmail.com](mailto:saintjohnsbromley@gmail.com)

If you are unable to submit by Email then a printed copy of your application may be sent to: Revd Andrew McClellan, St John's Vicarage, 9 Orchard Road, Bromley BR1 2PR.

We will acknowledge all applications received.

The deadline for applications is 5pm on **Friday 23<sup>rd</sup> August**.

Interviews will take place in the **week beginning Monday 2<sup>nd</sup> September**.

If you would like an informal conversation about the role prior to applying, please contact Revd Andrew McClellan at [vicar@saintjohnsbromley.com](mailto:vicar@saintjohnsbromley.com).

## **GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

The purpose of these notes is to provide you with some guidance on completing the application form. The job description and person specification will list the skills, knowledge, qualifications and experience required.

**The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.** Please do not submit a CV instead of the form, and please avoid sending additional material such as a CV with the form.

### **GENERAL POINTS**

#### **Part B – Education and Training**

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or in your social life.

#### **Part C – Employment Details**

Please include a brief summary of the main duties and responsibilities in your present and in any previous position. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details about the date and what you were doing at this time, (eg, travelling, bringing up a family, studying, unemployed).

#### **Part D – Information in support of your application**

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life, (eg, home, work, leisure interests), that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in this section; and please specify examples of your own responsibilities and achievements, (not those of your section, branch or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You must provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements rather than just saying that you can.

#### **Part E – Supplementary information**

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work.

We also need you to let us know if you have any unspent criminal convictions, and also whether you are entitled to work in the UK.