

## APPLICATION FORM

<b>POST: CHURCH ADMINISTRATOR FOR ST ANDREW'S OXSHOTT</b>	
<b>SURNAME (Capitals):</b>	<b>OTHER NAMES IN FULL:</b>
<b>ADDRESS:</b>	<b>TELEPHONE:</b>
Postcode: _____	Work: _____
Email: _____	Home: _____
	Mobile: _____

<b>REFERENCES</b> Please give names of two referees, one of whom should be your current employer (if applicable) <i>(Please obtain their permission)</i>
<b>Name:</b>
<b>Address:</b>
<b>Email:</b>
<b>Occupation:</b>

<b>Name:</b>
<b>Address:</b>
<b>Email:</b>
<b>Occupation:</b>

**EDUCATIONAL AND TRAINING DETAILS**

Secondary Schools attended	From	To	Details of subjects & examination results

College and/or University	From	To	Details of examination results and qualifications held

Membership of Professional bodies

## EMPLOYMENT DETAILS

### PRESENT APPOINTMENT

(Please give details of your present/latest appointment)

<b>Present/latest employer:</b>	<b>Type of business:</b>
<b>Address:</b>	<b>Starting date:</b>
	<b>Leaving date (if applicable):</b>
<b>Job Title:</b>	<b>Duties/responsibilities:</b>
<b>What period of notice would you be required to give:</b>	<b>Reason for leaving (if applicable):</b>

### PREVIOUS APPOINTMENTS

(Please state what you have done in the course of your career, in reverse chronological order)

Dates	Name & Address of employer	Position held	Brief description of responsibilities	Reasons for leaving

(Please continue on separate sheet if necessary)

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

**Describe your present appointment in terms of its responsibilities and relationships**

**(Continue on separate sheet if required)**

With reference to the job description, give reasons why you think you would be suitable for this post.

(Continue on separate sheet if required)

Please note here any other employment that you would wish to continue with if you were to be successful in obtaining this role.

Do you hold a current driving licence? Please circle YES / NO

Where did you see this post advertised?

## DECLARATIONS

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

In addition, the post you are applying for is a regulated activity with the whole church and community, including vulnerable adults and children and young people. If you have been barred from undertaking regulated activity with any of these groups, you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and the circumstance and background of the offence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

In addition, the post you are applying for is a regulated activity with vulnerable adults and children and young people within the meaning of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006. If you have been barred from undertaking regulated activity with any vulnerable group: adults/young people/ children, you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

Have you at any time been convicted of an offence, spent or unspent?

\*YES / NO \*Delete as appropriate

Have you ever received any cautions, reprimands, final warnings or convictions?

\*YES / NO \*Delete as appropriate

## PROFESSIONAL CONDUCT

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? \*YES / NO \*Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? \*YES / NO \*Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues which may lead to such an investigation and/or have any bearing on my suitability to this post. \*YES / NO \*Delete as appropriate

If you have answered YES to any of the above questions, please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

## GENERAL DATA PROTECTION REGULATIONS

### **Consent for Job Applicants**

In May 2018 the law changed about how companies record, store and use individuals' personal data.

As a PCC we need to collect and hold data about you to enable us to process your job application. The GDPR laws place a further, and new, obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

### **Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)



Type of data	Why we wish to hold it	How long it will be kept for
Previous employers Types of job held at other companies. Skills and qualifications obtained.	This will allow us to make a decision on your suitability for employment/engagement at St Andrew's Oxshott	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months.  If a job offer is made a more comprehensive GDPR consent form will be issued.

**Agreement to use my data**

I hereby freely give my prospective employer (the PCC of St Andrew's Oxshott) consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand that the Data Controller is the PCC and Vicar of St Andrew's and that if I have any questions or concerns I can contact Mike.Shand@standrewsoxshott.org.uk

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at [www.ICO.org.uk](http://www.ICO.org.uk))

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deadline for applications is noon on Friday 6 September 2019**

Return this form (via email) to: [churchwardens@standrewsoxshott.org.uk](mailto:churchwardens@standrewsoxshott.org.uk)

(by post) to: The Wardens, Church Office, St Andrew’s,  
Oakshade Road, Oxshott KT22 0LE