**The Bristol Diocesan Board of Finance Ltd**

|  |
| --- |
| **Application for employment****Please ensure that you read the applicant guidance notes prior to completion. A Curriculum Vitae will not be accepted. Please complete all sections of the application form.*****Please submit your application as a Word document and please do not convert to a PDF file.*****Our preferred method of receiving completed application forms is through our email address** **humanresources@bristoldiocese.org** **or alternatively, please send to:****Diocese of Bristol, HR Section, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU** |

|  |
| --- |
| **Position applied for:**  |

Personal Details PART A

|  |  |  |
| --- | --- | --- |
| **Title:**[ ] **Mr** [ ] **Mrs**[ ] **Dr** [ ] **Miss**[ ] **Ms** [ ] **Mx** | **Surname:** | **Forenames (in full):** |
| **Home Address:** |  | **Daytime Tel:** |  |
| **Evening Tel:** |  |
| **Mobile Tel:** |  |
| **Postcode:** |  | **Email:** |  |
| **National Insurance No:** |  |

 **PART B**

|  |
| --- |
| **Current Employment** **(or last employment if not currently employed)** |
| **Employer Name:** |  |
| **Employer Address:** |  |
| **Job Title:** |  |
| **Brief outline of duties:** |  |

|  |  |
| --- | --- |
| **Start Date (month/year)** | **End Date (if applicable)** |
| **Reason you wish to leave this post:** |
| **Please state your contractual period of notice:** | **Current Salary:** |

Previous Employment (Please list in chronological order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name:** | **Job Title:** | **Brief Description of duties** | **Employment Dates** | **Reason for Leaving:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education (please continue on an extra sheet if necessary) PART C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School/College/University** | **Level:** | **Subjects:** | **Grade****/Result:** | **Year Obtained:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Training

|  |
| --- |
| **Please highlight relevant training (including course name, dates and length of course):** |

#### Technical Skills

|  |
| --- |
| **Please highlight relevant technical skills for the post you are applying for (if applicable)** |

#### Membership of Professional Associations (if applicable)

|  |  |
| --- | --- |
| **Organisation Name:** | **Level of Membership/Role/Reg No****(if applicable)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#### Skills, Abilities, Knowledge & Experience PART D

|  |
| --- |
| This section is the most vital part of the form. We need you go give us specific information in support of your application in order for us to shortlist in a fair and unbiased way. **Please give examples of how you meet the criteria set out in the Person Specification as your basis.** |

|  |
| --- |
| **Please state any date when you are not available for interview.** |

References

**Please give names of two persons to whom reference can be made. *(Please obtain their permission and refer to the guidance notes)***

|  |  |
| --- | --- |
| **First Referee Name:** | **Second Referee Name:** |
| **Address:** | **Address:** |
| **Position:** | **Position:** |
| **Telephone:** | **Telephone:** |
| **Email Address:** | **Email Address:** |
| **Please confirm whether we can contact this referee prior to interview:**[ ]  **Yes** [ ]  **No** | **Please confirm whether we can contact this referee prior to interview:**[ ]  **Yes** [ ]  **No** |

**Convictions**

|  |
| --- |
| **The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.** **Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website****Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)****Yes** [ ]  **No** [ ] **If YES, please state details:** |

Right to Work

Are you entitled to work in the UK?

Yes [ ]  NO [ ]

**Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees of the national church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.**

|  |
| --- |
| [ ]  **Yes** [ ]  **No**  |

**Please confirm that you are able to comply with this?**

Declaration

|  |
| --- |
| **I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.****Signature: Date:**  |

Data Protection Act

|  |
| --- |
| **Under the terms of the Data Protection Act, the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and HR administration/monitoring and no other purpose.** |

**THE BRISTOL DIOCESAN BOARD OF FINANCE LIMITED**

MONITORING SHEET

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only. This information will be treated in the strictest of confidence, and will not be seen at any time by the Selection Panel. This form will be detached from your application.

|  |  |
| --- | --- |
| **Application form Reference:****Date Received:** |  |
| **COMMITTED TO EQUALITIES****Bristol Diocesan Board of Finance Limited is committed to equality of opportunity and as part of this commitment monitors its recruitment and selection process to determine that it is fair to all. Please help us to monitor our equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box where necessary.** |

|  |
| --- |
| Equalities Information |
| I am: Male [ ]  Female [ ] Date of Birth: |
| Religion/belief |  | Sexual orientation |
| **How would you describe your religion/belief?** |  | **How would you describe your sexual orientation?** |
| **C** | **Christian** |[ ]   | **H** | **Heterosexual** |[ ]
| **B** | **Buddhist** |[ ]   | **G** | **Gay/lesbian** |[ ]
| **H** | **Hindu** |[ ]   | **B** | **Bisexual** |[ ]
| **J** | **Jewish** |[ ]   | **U** | **Don’t know/not sure** |[ ]
| **M** | **Muslim** |[ ]   | **R** | **Would rather not state** |[ ]
| **S** | **Sikh** |[ ]   |  |
| **O** | **Other** |[ ]   |  |
| **N** | **None** |[ ]   |  |
| **U** | **Don’t know/not sure** |[ ]   |  |
| **R** | **Would rather not state** |[ ]   |  |
| **What is your ethnic group?****White – British****White – Irish****White – Other****Mixed – White and Black Caribbean****Mixed – White and Black African****Mixed White and Asian****Mixed – Other****Asian or Asian British – Indian****Asian or Asian British - Pakistani** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Asian or Asian – Bangladeshi****Asian or Asian British – Other****Black or Black British – Caribbean****Black or Black British – African****Black – Other****Chinese****Other ethnic group****If other, please specify:** | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

#### Disability

|  |
| --- |
| **Do you consider yourself to be a disabled person? Yes** [ ]  **No** [ ] **Please state any specific access requirements and other support you will require to carry out your duties.**  |

**Where did you see this vacancy advertised?**

**Thank you for your assistance in completing this form.**

**Date:** …………………………………….