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Description automatically generated with medium confidence

Application Form

Contact Person: Dave Bixby

dave@waltonparish.org.uk

**The details you provide on this application form will be used solely for the purpose of progressing your application for the role given in Section 1 below. Your application form and any related notes will be kept with your employment file if you are successful, otherwise they will be destroyed securely no more than 6 months after the interview process is completed.**

1. **Job Details**

Please send completed applications to Rev Jonny Blair by email to vicar@waltonparish.org.uk or by post to the Church Office. Application deadline: Midday, Monday 30th December 2024.

Interviews will be held by arrangement on receipt of applications.

Position Applying for:

|  |
| --- |
| **COMMUNITY ENGAGEMENT OFFICER** |

1. **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Surname/Family name: |  |
| Forename(s): | |  | |
| Address: | |  | |
| Post code: | |  | |
| Contact Phone No: | |  | |
| Contact Email: | |  | |

I declare that I am legally entitled to live and work in the UK YES/NO

I require a work permit to work in the UK YES/NO

Are there any dates where you are unavailable for interview or to take up the role? YES/NO

If YES, please provide details:

1. **Education history and other training courses including qualifications**

If you prefer, you may provide a complete, up to date CV, and move to section 5 of this application form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of establishment** | **From** | **To** | **Subject studied / Qualifications gained** |
| *Secondary Education* | | | |
|  |  |  |  |
| *Further Education* | | | |
|  |  |  |  |
| *Training relevant to this application (if any)* | | | |
|  |  |  |  |

1. **Employment history to date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Starting with your current or most recent employer, please tell us about your past and current employment / voluntary work in the table below. Please account for any gaps in your employment history. | | | | |
| **Employers Name & address** | **Employed from (date)** | **Employed to (date)** | **Job Title and description of responsibilities and duties** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Your application**

Looking at the role profile, please tell us how your previous experience makes you a good match for the role. You can draw on examples from other work, volunteering or other life experiences (max 250 words).

|  |
| --- |
|  |

Please explain to us how this role fits in your career path.

|  |
| --- |
|  |

1. **Other information**

Are you familiar with the beliefs and practices of the Church of England? YES/NO

Please indicate your current religious practice if any:

|  |
| --- |
|  |

Please indicate your current religious practice if any:

|  |
| --- |
|  |

Would you require any adjustments to assist you in preparing for, or attending, an interview?

YES/NO

If YES, please provide details:

**References Please note references will be taken up on shortlisting**

***Reference 1 - Your current Church leader***

**Title**  **Forename** **Surname**

**Job Title**

**Phone** (please include area / country code)

**Contact email**

**Address**

***Reference 2 –*** ***Employer*** (current or most recent)

**Title** **Forename** **Surname**

**Job Title**

**Phone** (please include area / country code)

**Contact email**

**Address**

**Dates employed** **from** **to**

If required, please provide additional referees to cover the last 5 years of employment.

***Employer*** (recent)

**Title**  **Forename** **Surname**

**Job Title**

**Phone** (please include area / country code)

**Contact email**

**Address**

**Dates employed** **from** **to**

***Reference 3 - Personal reference - optional***

*Please give details of a non-relative who has known you for a minimum of 2 years.*

**Title** **Forename**  **Surname**

**Relationship to you** (colleague / neighbour etc)

**Phone** (please include area / country code)

**Contact email**

**Address**

**How long has this person known you?**

**DECLARATION**

I declare that this application form has been completed by me. All the information on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or I may be dismissed if I have given false information or withheld relevant details. I understand that it is my responsibility to update Walton Parish in the event that any of this information changes.

Signed:

Date:

**Equal Opportunities Monitoring Form**

The Parish of Walton-on-Thames is committed to diversity amongst its staff. To assist us implement and monitor this appropriately, applicants are asked to complete the information below. Completing this form is optional; you may leave any or all of these questions blank.

This form will be retained securely in the Church Office and separated from your application form. It will not be made available to the short-listing panel.

|  |  |
| --- | --- |
| **Role applied for:** |  |
| **Application Date (mm/yy):** |  |
| **Where did you find out about this role?** |  |

**1. Ethnicity**

Please highlight ONE option that most closely represents your cultural background.

**A WHITE**

British

Irish

Other (Please specify)

**B MIXED**

White and Black Caribbean

White and Black African

Other White and Asian

Any other mixed Background (Please specify)

**C ASIAN or ASIAN BRITISH**

Indian

Bangladeshi

Pakistani

Any other Asian Background (Please Specify)

**D BLACK OR BLACK BRITISH**

African

Caribbean

Any other Black background (Please specify)

**E CHINESE**

Chinese

Any other Chinese Background (Please specify)

**F OTHER** (Please specify)

**G PREFER NOT TO STATE**

**2. Gender Identity**

**What best describes your gender?** Male / Female / Prefer not to say / Prefer to self-describe: \_\_\_\_\_\_\_\_\_\_\_\_

**Is your gender identity the same as the sex you were assigned at birth?** Yes / No / Prefer not to say

**3. Age category** 16-19 / 20-29 / 30-39 / 40-49 / 50-59 / 60+ / Prefer not to say

**4. Disability**

The Disability Discrimination Act 1995 outlines the definition of a disability as “A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.

Based on this description, do you consider yourself to be disabled? Yes / No / Prefer not to say

**5. Religious Belief** Please indicate your religious beliefs:

No religion Christian(inc. CofE, Catholic, Protestant & all other Christian denominations)

Buddhist Hindu

Jewish Muslim

Sikh Any other religion (please give details): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

**Thank you for completing this form. Please return it with your application.**