

Application Form



INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You will have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

Application Form



APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

POST:	
METHODIST CHURCH:	WILMSLOW METHODIST PRE-SCHOOL, PART OF WILMSLOW METHODIST CHURCH
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	CHRISTINE SINGER, PRESCHOOL MANAGER E-mail: wilmslowpreschool@gmail.com
CLOSING DATE:	

Please complete this application in black type

1. PERSONAL DETAILS**CONFIDENTIAL****Post applied for:****Where did you hear about the post****Title:****Surname:** (Block letters)**First names:****Address:** (Block letters)**Post Code:****Telephone number:**

Please indicate preferred contact number.

Home:

Daytime:

Mobile:

E-mail address:

WORK PERMIT: Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick) Yes No

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick) Yes No

If "No" please indicate the basis on which you are eligible to work in the UK.

CRIMINAL CONVICTIONS

Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please supply further details:

DISABILITY

Disability: The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work.

The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities".

If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No

2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name of employer, type of business and Job Title	Dates	Duties undertaken and reason for leaving

3. Why are you applying for this job?

4. What particular proven abilities, qualities and other attributes would you bring to the post?

5. How do you think you would do the job?

6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

7. Please give details of courses undertaken, including short courses and in-service training and / or current studies:

8. Additional Information

You are welcome to give additional information, which may be written, in the space below.

9. What period of notice do you need to give in your present job?

10. How many days sick leave have you had in the last two years?

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11. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of two referees who can broadly represent your work and personal interests. This should include your current or most recent employer.

1.

Name:

Position:

Organisation
Name and Address:

Email:

Telephone:

2.

Name:

Position:

Organisation Name and Address:

Email:

Telephone:

12. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature:

Date: