

Application Form



APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

POST:	Church Administrator
METHODIST CHURCH/CIRCUIT:	High St Methodist Church, Maidenhead Thames Valley Circuit
CIRCUIT No.	36/4
DISTRICT:	South East District
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	applications@methodistmaidenhead.org.uk
CLOSING DATE:	10 th June 2024

Please complete this application in black ink or black type

1. PERSONAL DETAILS									
This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with * must be completed.									
Post applied for:	Church Administrator								
Reference No:									
Where did you hear about the post									
Title:									
Surname: (Block letters)									
First names:									
Address: (Block letters)									
Post Code:									
Telephone number:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Home:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Daytime</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Mobile:</td> <td style="padding: 2px;"></td> </tr> </table>	Home:		Daytime		:		Mobile:	
Home:									
Daytime									
:									
Mobile:									
E-mail address:									
<p>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.</p> <p>Are you a UK or EU/EEA Citizen? (Please tick) Yes No</p> <p>If not, it is possible that you may not be eligible to work in the UK without a work permit.</p> <p>Please indicate if you will require a work permit. (Please tick) Yes No</p> <p>If “No” please indicate the basis on which you are eligible to work in the UK.</p>									
<p>Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? Yes No</p> <p>If yes, please supply further details:</p>									

2. EMPLOYMENT HISTORY			
List all employers starting with your present or most recent first. Please account for any gaps in employment.			
Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

3. Why are you applying for this job?

Empty response area for question 3.

4. What particular abilities and attributes would you bring to the post?

Empty response area for question 4.

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

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

7. REFERENCES Please give the names, postal & email addresses, and telephone numbers of two referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.	
1.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	
2.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	
It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?	
8. 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: