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Description automatically generated

St Ann

with Emmanuel

Church

**APPLICATION FORM**

**St Ann with Emmanuel**

**Children & Family Ministry Assistant**

Title: (Mr/Mrs/Miss/Ms/Rev/Other)

Full Name:

Address:

Postcode:

Date of Birth: Telephone:

Email:

**Please send a letter (no more than 2 sides of A4) in which you:**

1. **Explain why you are interested in the post.**
2. **Express how you would meet the requirements of the role (e.g. relevant experience)**
3. **What *you* would bring to the role.**

**You should also feel free to use this space to tell us anything not covered elsewhere, which you feel is relevant.**

**Please also send us your up to date CV.**

Name, address, telephone numbers and e-mail addresses of **two referees**, which would usually be your current your church leader and most recent employer:

1.

Name:

How they are known to you:

Email address:

Telephone:

Home/work address:

Name:

How they are known to you:

Email address:

Telephone:

Home/work address:

2.

**Rehabilitation of Offenders Act**

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’.  
[However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’.]

Have you ever been convicted of a criminal offence? Yes / No

Do you have any criminal charges or summonses pending against you? Yes / No

(Having a criminal record will not necessarily bar you from working with us.)

**Health**:

Please tell us any special access requirements you may have in order to attend interview, or to do the job

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate.

I confirm that I have a legal right to work in the UK and if this application is successful,   
I undertake to produce appropriate documentary evidence to prove this, prior to commencing work.   
I agree to the information being processed and retained in accordance with the Data Protection Act.

Signed :

Dated :