

**Hexham Community Church  
APPLICATION FORM**

**Please complete this form in your own handwriting, in black ink.**

<b><i>Post applying for:</i></b>	
Saturday Assistant, The Cedar Tree	
<b><i>Personal information</i></b>	
Surname:	Mr/Mrs/Miss/Ms/other .....
First names in full:	Preferred name:
Address:	
	Postcode:
Daytime telephone	Evening telephone:
Mobile phone:	Email:
<b><i>Please give referees, excluding members of your family</i></b>	
<b>Professional referee:</b>	<b>Personal referee:</b>
<i>This must be your most recent employer or, if you have not been employed in the last 3 years, someone who can comment on your skills and ability to work</i>	<i>This referee must be able to confirm your Christian faith and should be able to comment on your ability to work within HCC's Christian values and ethos</i>
Name:	Name:
Job title:	Relationship:
Address:	Address:
Post code:	Post code:
Telephone:	Telephone:
Email	Email





**Personal statement:** *Please tell us about yourself and the skills you have and why you are the right person for this job. When you are doing this, think about your different experiences in your education/work and in your personal life*

**Additional information:**

Have you, at any time, worked or volunteer for Hexham Community Church

Yes

No

*If 'Yes', please tell us when and in what role*

Do you have any contacts or relations within HCC

Yes

No

*If 'Yes', please tell us who*

What is the period of notice required by your current employer?

When could you start work:

Please give details of your current salary and benefits:

Do you need a work permit?

Yes

No

Do you have any criminal convictions?

Yes

No

*If 'Yes', please give us details of the charge and say when the offence took place*

Do you have any criminal hearings pending?

Yes

No

*If 'Yes', please give us details of the charge and say when the offence took place*

I declare that the information I have given on this form is true, accurate and complete. Any false information provided may result in rejection of application or, if employed, dismissal. I understand that the appointment may be subject to a satisfactory medical examination. I agree that the information on this form may be used for registered purposes under the Data Protection Act 1998.

Signed:

Date:

## Equality monitoring

*It is Hexham Community Church (HCC) policy to carry out a fair and non-discriminatory recruitment process. All applicants will be considered on the basis of their suitability for the post. This principle will apply to all internal and external recruitment.*

*HCC is committed to upholding equality of opportunity in employment. No job applicant will be unfairly discriminated against because of their race, ethnic or national origin, sex, disability, age or marital status.*

*In order to monitor equality of opportunity and to comply with legislation, please complete the following questionnaire:*

**Please tick the appropriate box**

Gender: Male  Female

Marital status: Single  Married  Other

Date of birth:

Ethnic origin: (these monitoring categories are advised by the Commission for Racial Equality). Do you consider yourself to be:

Black - African  Black - Caribbean  Black – British  Black - other

Indian  Chinese  Pakistani

White  Irish  Bangladeshi

Other (please specify):

What is your first language?

The Disability Discrimination Act 1995 defines disability as:

*'A physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities'*

Do you consider you have a disability as defined above? Yes  No

If 'Yes', what practical adjustments may be needed to help you carry out the job?

How did you find out about this job?