



**Wallis House**  
**42 South Park Hill Road**  
**South Croydon**  
**SURREY**  
**CR2 7YB**  
**Tel: 020 8688 0251**  
**Email: [info@christianfamilyconcern.org.uk](mailto:info@christianfamilyconcern.org.uk)**

## **APPLICATION FOR EMPLOYMENT**

**POSITION APPLIED FOR:**

**SURNAME:**

**FORENAMES:**

**ADDRESS**

Postcode

**TELEPHONE:**

HOME:

BUSINESS:

MOBILE:

**E-MAIL ADDRESS:**

**NATIONALITY:**

Do you need a work permit to work in the UK?  
**YES/NO**

**NATIONAL INSURANCE NUMBER**

**PARENTAL LEAVE** (Please give dates of any Parental Leave taken during previous employment(s))

If offered this position, have you any other work that you wish to continue with?

Part-time paid?

Part-time voluntary?

How did you hear of the post?

## EDUCATION

PLEASE GIVE DETAILS OF YOUR EDUCATION (CONTINUE ON A SEPARATE SHEET IF NECESSARY)

NAME AND ADDRESS OF SCHOOL/COLLEGE FROM AGE 11	DATE FROM: To:	QUALIFICATIONS	GRADE
<b>HIGHER/FURTHER EDUCATION</b>			
<b>PROFESSIONAL QUALIFICATION(S)</b>		<b>DATES OBTAINED</b>	
<b>TRAINING</b> (Please give details of any training courses you have attended which you consider to be relevant to the job applied for)		<b>DATES OBTAINED</b>	

## EMPLOYMENT HISTORY

An accurate account of your employment history is required, including periods of unemployment. Include the full names and addresses of all your previous employers (including Recruitment Agencies). Continue on a separate sheet if necessary.

NAME AND ADDRESS OF <b>CURRENT</b> EMPLOYER:	FROM:	TO:
<p style="text-align: right;">POSTCODE:</p>		
TELEPHONE NUMBER:	TYPE OF BUSINESS:	
EMAIL:		
JOB TITLE:	FINAL SALARY:	
BRIEF DESCRIPTION OF YOUR DUTIES:		
REASONS FOR LEAVING:		

NAME AND ADDRESS OF <b>PREVIOUS</b> EMPLOYER:	FROM:	TO:
<p style="text-align: right;">POSTCODE:</p>		
TELEPHONE NUMBER:	TYPE OF BUSINESS:	
EMAIL:	JOB TITLE:	
BRIEF DESCRIPTION OF YOUR DUTIES:		
REASONS FOR LEAVING:		

NAME AND ADDRESS OF <b>PREVIOUS</b> EMPLOYER:	FROM:	TO:
ADDRESS:		
<p style="text-align: right;">POSTCODE:</p>		
TELEPHONE NUMBER:	TYPE OF BUSINESS:	
EMAIL:	JOB TITLE:	
BRIEF DESCRIPTION OF YOUR DUTIES:		
REASONS FOR LEAVING:		

**SKILLS AND EXPERIENCE**

PLEASE OUTLINE THE SKILLS AND EXPERIENCE YOU HAVE GAINED THROUGH PAID EMPLOYMENT AND OTHER WORK ACTIVITIES AND INTERESTS WHICH ARE RELEVANT TO YOUR APPLICATION FOR THIS POST, USING ADDITIONAL PAGE(S) IF YOU WISH.

Do you have any disabilities that might affect your application? YES / NO

Please tell us if:

- a) There are any reasonable adjustments we can make to assist you in your application
- b) There are any reasonable adjustments we can make to the job itself to help you carry it out.

## REFERENCES

Please give details of preferably **three** people (**not relatives**) we could approach for references. The character referee could be a Minister of Religion, and the other **two** should be current or recent employers. However, if you do not wish us to approach your employer at this stage, please indicate. A final offer of employment will be conditional upon receipt of satisfactory references, Ofsted, Disclosure & Barring Service Enhanced Disclosure and health checks.

CHARACTER REFERENCE (MINISTER / PASTOR / OTHER)	PROFESSIONAL REFERENCE 1 (CURRENT EMPLOYER, OR COLLEGE IF YOU ARE TRAINING OR RECENTLY QUALIFIED)	PROFESSIONAL REFERENCE 2 (RECENT EMPLOYER, OR COLLEGE IF YOU ARE TRAINING OR RECENTLY QUALIFIED)
NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:	POSTCODE:
TELEPHONE NO:	TELEPHONE NO:	TELEPHONE NO:
EMAIL:	EMAIL:	EMAIL:
PLEASE STATE RELATIONSHIP:	PLEASE STATE RELATIONSHIP:	PLEASE STATE RELATIONSHIP:

**REHABILITATION OF OFFENDERS ACT**  
**THE POST WILL ENTAIL SUBSTANTIAL CONTACT WITH VULNERABLE CHILDREN AND AS SUCH THE POST IS EXEMPTED FROM THE NOTION OF OFFENCES BEING ‘SPENT’ (REHABILITATION OF OFFENDERS ACT 1974).**  
**YOU MUST, THEREFORE, DISCLOSE ANY CRIMINAL CONVICTIONS, INCLUDING SPENT CONVICTIONS, SUSPENDED SENTENCES AND BIND OVER ORDERS.**

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (IF YES YOU WILL BE ASKED TO SUPPLY DETAILS)	<b>YES</b>	<b>NO</b>
I UNDERSTAND THAT I WILL BE REQUIRED TO APPLY FOR A DISCLOSURE & BARRING SERVICE ENHANCED DISCLOSURE.		

## DECLARATION

I declare that the information contained in this form is to the best of my knowledge, true and complete and acknowledge that if it is false or misleading this may make any offer of employment invalid or lead to termination of employment.

**SIGNATURE:** ..... **DATE:** .....

*If completed online, type in your full name. You will subsequently be asked to sign a paper copy.*

## DATA PROTECTION ACT 1998 & GDPR 2018

The information you supply in this application form and supporting documents will be stored and processed by Christian Family Concern. Christian Family Concern requires the data for operational, managerial and associated purposes related to your employment and processing of your application. All information will be subject to strict rules and confidentiality.

I give my consent for Christian Family Concern to store and process the information I have provided for the purposes as stipulated and to make any further enquiries considered necessary in pursuing my application for employment or during my continued employment within the charity.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*If completed online, type in your full name. You will subsequently be asked to sign a paper copy*