



St George's United Reformed Church Job Application Form

Job Applied for:	Ref:
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Surname:
First Name(s):
Address:
Email:

Contact Telephone Numbers
Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.
Home:
Work:
Mobile:

Do you have the legal right to work and live in the UK?
NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes. Please view attached paperwork for further details.
Do you require any special arrangements for interview and/or to help you take up this role?
<p style="text-align: center;">Rehabilitation of Offenders Act 1974</p> <p>Do you have any convictions which are not 'spent' within the meaning of the Act? If so please give full details.</p>

Education

Please list all qualifications achieved **e.g. – Degree, A Levels, GCSEs, etc. List most recent first** and give all results known whatever the outcome.

From Month/year	- To	School/College	Examinations Taken	Results awarded

Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (*) the two most relevant and note what you have achieved.

From Month/Year	- To	Employer	Job Title/Responsibilities	Achievements

Other Training

Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role.

Personal Interests/Achievements

Use the space below to describe **with dates (year)** any part-time activities. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

Where did you hear of us/see an advertisement?

Specific Skills

1. Specify your experience with any generic computer packages/programmes (limited/working knowledge/extensive).
2. Indicate any other specific relevant skills.

Suitability for the Post

Explain why you have applied for this job. Emphasise why you consider yourself to be a strong candidate. Please use a further sheet of paper if necessary.

Why are you applying for this role:

Skills & Abilities:

Demonstrate an ability to juggle deadlines and priorities and to remain calm under pressure:

Demonstrate an ability of excellent verbal communication skills:

Demonstrate ability to work independently and on own initiative:

Evidence of an ability to work as a team player:

Other:

Willingness to work within the Christian ethos of the United Reformed Church:

References

Please give details of two individuals, not related to you, who will provide references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying/or a personal referee.

Name:	Name:
How is the referee known to you?	How is the referee known to you?
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Availability

Are you available for interview week beginning 7 th January 2019?	Please give the date from which you are available for employment:
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Declaration

1. I acknowledge that an appointment, if offered will be subject to satisfactory references which are acceptable to the St George's United Reformed Church.

2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

Signed: _____ Date: _____
Name (please print)



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