# Confidential application Form for Employment with FACCTS

This form is intended for completion in MS Word. It may then be printed out or sent by Email.  
If the space is insufficient for your answer to any question please attach further sheets.  
Please do not refer to a CV and give all the information requested on the form.

**Please note that if you have a disability and you require having this form, or submitting the information with regard to this form, in another format, such as in larger print or audio-tape/cd, please contact us using contact details at the end of the form.**

Position applied for: Schools Worker



## Section 1: Personal details

|  |  |
| --- | --- |
| Surname: | Usual forename: |
| Other names: Preferred title: | Address: |
| Daytime tel. no: |
| Evening tel. no: | Postcode: |
| Mobile no: | Email: |
| How did you hear about this vacancy? | |

## 

## Section 2: Work experience

|  |  |  |  |
| --- | --- | --- | --- |
| Present/most recent employer: | Position: | | Dates: |
| Key responsibilities: | | | |
| Significant achievements: | | | |
| Reason for leaving: | | Notice Period | Salary: |

**Please give details of previous employment**

|  |  |  |
| --- | --- | --- |
| **Employer:** | Position: | Dates: |

Key responsibilities:

Significant achievements:

|  |  |
| --- | --- |
| Reason for leaving: | Salary: |

|  |  |  |
| --- | --- | --- |
| **Employer:** | Position: | Dates: |

Key responsibilities:

Significant achievements:

|  |  |
| --- | --- |
| Reason for leaving: | Salary: |

|  |  |  |
| --- | --- | --- |
| **Employer:** | Position: | Dates: |

Key responsibilities:

Significant achievements:

|  |  |
| --- | --- |
| Reason for leaving: | Salary: |

## 

## Section 3: Education and qualifications

Please give details of your education and qualifications (continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| Place of education: | Qualification: | Dates: |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Please list any other training and development you have received that you believe may be relevant to this application. |

## 

## Section 4: Interests

|  |
| --- |
| Please give details of your interests, indicating what your level of involvement has been in these areas. |

## 

## Section 5: Personal faith

|  |
| --- |
| FACCTS is an interdenominational Christian Charity. Please read our Statement of Aims and Beliefs.  Describe how and when you became a Christian, the difference your faith makes to your life and your current  involvement in a church (please continue on a separate sheet if necessary). |

## 

## Section 6: General information

|  |  |
| --- | --- |
| Do you hold a current full driving licence? |  |
| Please give details of any endorsements: | |
| Do you require any special arrangements to be made for your interview on account of disability? **YES / NO** |  |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: | |
|  | |

## Section 7: Safeguarding

|  |  |
| --- | --- |
| We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure & Barring Service) Enhanced Check. | |
| Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people? **YES / NO** |  |
| If yes please give details: | |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? **YES / NO** |  |
| If yes please give details: | |
| This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially. | |
| Have you ever been charged with, cautioned or convicted of a criminal offence? | **YES / NO** |
| Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? | **YES / NO** |

If yes, please attach details including the offence and the date.

FACCTS has a policy on Employing People with a Criminal Record (available on request), and such conviction does not necessarily exclude a person from employment.

## 

## Section 8: Personal Statement

**On a separate sheet of paper please write why you believe you are suitable for this position.**

(Please make reference to the Person Specification that accompanies this form)

## Section 9: Referees

|  |  |  |
| --- | --- | --- |
| Present / most recent employer Name: | Minister / Church Leader Name: | **Other** *(This should not be a friend)*  Name: |
| Address: | Address: | Address: |
| Postcode: | Postcode: | Postcode: |
| Tel. No: | Tel. No: | Tel. No: |
| Email: | Email: | Email: |
| When may we take up the employer reference? | |  |

## 

## Section 10: Declaration

### DATA PROTECTION STATEMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment & selection and processing will take place in accordance with the provision of the General Data Protection Regulation 2018. Please also note that FACCTS/Scripture Union may approach third parties to verify the information that you have given. By signing this form you will be providing FACCTS/Scripture Union with your consent to all these uses.

FACCTS and Scripture Union will – if you are appointed - hold your address details on file but will not release the information to any unauthorised third party.

|  |  |
| --- | --- |
| Do you give your consent to this? **YES / NO** |  |
|  |  |

(i) I have read and agree to abide by the FACCTS Statement of Aims and Beliefs.

(ii) I have completed all sections of the form accurately, to the best of my knowledge.

\*\*Please note that in addition you will be required to comply with the FACCTS safeguarding policy.

**Signed:**………………………………………………….. **Date:**…………………………………

### Please return this form to: Will Parker

### on [willandjan.parker@ntlworld.com](mailto:anthony.ellis2@ntlworld.com) or by mail to

### 12 Perry Drive, Fleet, Hants GU51 4ES

**\*\* Closing date for applications: 30th June 2018**

**\*\* Interviews will take place on Wednesday 11th July 2018.**