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# *JOB APPLICATION FORM CONFIDENTIAL*

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| Application for the post of: | **Social Action Manager** |

### SECTION 1

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| Surname |  | | |
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| Christian Names |  | | |
|  | |  | |
| Address |  | | |
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|  | |  | |
| Home Telephone |  | Email |  |
|  | |  | |
| Mobile Telephone Telephone |  |  |  |

### SECTION 2

What is your present employment? Please give some description of the work.

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### SECTION 3

1. **Responsibilities in the wider church**

Please indicate tasks undertaken for your church community or wider voluntary work

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1. **Social Action**

Describe your experience of work in this area

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1. **Leadership Style**

What are your reasons for applying for this post and why you would be suitable?

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What are your strengths and what areas would you like to develop?

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What do you see as the main challenges for local people in need and how can the church address this?

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What is your experience of working as part of a team and what makes you a good team player?

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**SECTION 4**

1. **Other skills**

Please include any other experience you think may be relevant

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1. **Hobbies and interests**

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### SECTION 5

Have you ever been convicted or cautioned with respect to a criminal offence? YES/NO

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. This position involves substantial access to children and young people and therefore a system of checking police records for possible criminal background will be implemented.

If your answer is "Yes" please give full details

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### SECTION 6

**Health:**

Please mention any disability or health problem of you or a member of your immediate family which affects, or may in future affect, your field of work.

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### Personal Situation:

Do you have any family members or dependents who would be relocating with you?

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Where did you hear of this post?

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**SECTION 7**

**References:**

Please give names and addresses of two persons to whom reference can be made. One should be clerical and one lay. Please obtain their permission.

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| --- | --- | --- |
| Name |  |  |
| Occupation |  |  |
| Address |  |  |
| Email |  |  |

Signature……………………………………………………………………

Date…………………………………………………………………………

**NOTES:**

Travelling expenses and subsistence allowance will be available to candidates selected for interview.

Please return to:

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| --- | --- | --- | --- |
| Closing date for applications | 31 March 2019 |  | Kate Elliott  St Michael’s Church  71 Wimbledon Park Road  London SW18 5TT  kate@stmikes-ststeves.org.uk |
|  |  |  |
| Interviews dates | Week beginning 23 April |  |