

**DIOCESE OF ARUNDEL & BRIGHTON**

**Diocesan Education Service  
4 Southgate Drive, Crawley, West Sussex RH10 6RP**

**Tel: 01293 511130 Fax: 01293 616945**

**APPLICATION FORM**

**CONFIDENTIAL**

**POST APPLIED FOR: Part-time Secretary (Education Service)**

**NOTES TO APPLICANTS**

1. Please read the Job Description and Person Specification carefully.
2. Please complete ALL sections of this form even if a separate CV is enclosed.
3. Ensure that you have signed and dated the Declaration at the end of this application form before returning it either by email to [ann.baldwin@dabnet.org](mailto:ann.baldwin@dabnet.org) or by post to:  
**Marie Ryan, Director Education Service, DABCEC, 4 Southgate Drive, Crawley, RH10 6RP** by the required date.
4. Two referees are asked for and each should be able to comment on your suitability for the post. One should be your current or most recent employer. References will be obtained for all shortlisted candidates **after** interview.

**PERSONAL DETAILS**

Surname  Title .....

First Names

Address

Home Tel. No: ..... Mobile No: .....

Email Address: .....

Date when free to start, if appointed .....

National Insurance Number:.....

**EDUCATION AND TRAINING**

Please give information about any education or training received in this country or abroad, subjects studied and qualifications obtained including degrees, with class and division. Please arrange this information in **reverse** chronological order, that is, starting with the most recent date first.

	<b>Full or Part time</b>	<b>Qualifications</b>	<b>Dates attended</b>	
			<b>From</b>	<b>To</b>

**PRESENT AND PREVIOUS EMPLOYMENTS**

(Clergy applicants, please state parish). Please list details of experience in chronological order ending with your present post on the following page.

Name & address of employer	Job held & brief description of duties	Dates		Reason for leaving
		From	To	

**PRESENT POST**

Job title / description: .....

.....

.....

Employer: .....

Employer's Address: .....

.....

.....

Present salary: .....

**DETAILS** of any other relevant employment and/or unpaid experience with dates, (e.g. family duties, voluntary work, etc.) which you wish to be taken into consideration.

If there are any periods of time that have not been accounted for, for instance periods spent raising a family or of extended travel, please list them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

**SUPPORTING STATEMENT:**

Please provide a written statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the **key personal attributes**. You should pay particular attention to the **job description** for the position for which you are applying. For example if it asks for 'experience of' give examples by referring to your professional, academic, personal life or voluntary work. Please also state why you are interested in the position and why you would like to work for the Diocese.

**1. DRIVING LICENCE DETAILS**

Do you hold a full current UK licence? Yes ... No ...

If yes, what type of licence: Private/Light Goods? ... HGV ... Class ...

**1. RECRUITMENT MONITORING**

Please state where (or how) you first learned of this vacancy:

**2. REFERENCES**

Please nominate two referees. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up for those shortlisted for the post after interview.

Name:	Address:
Designation:	Email address:
Telephone:	

Name:	Address:
Designation:	Email address:
Telephone:	

- Notes: (i) We reserve the right to take up references with any previous employer.  
(ii) If any of your referees knew you by another name, please specify that name(s):

**4.** Have you ever been the subject of any concerns in connection with children or vulnerable adults either in your work or personal life, or disciplinary action in relation thereto, including any which is time expired?

**YES / NO**

**5. DATA PROTECTION ACT 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature: .....

**6. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Diocese will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an on-going entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the **Notes to Applicants**.

I confirm that I am legally entitled to work in the UK.

Signature: .....

**7. DECLARATIONS OF ELIGIBILITY AND RELATED PARTY INTERESTS**

The appointed person will be required to sign declarations that s/he is a fit and proper person for the role with regard to eligibility and third party interests. I declare that a) I have never been bankrupt and/or I have never entered into individual voluntary arrangements, b) I have never been barred from company directorships and c) I have never been barred as a charity trustee.

Signature: .....

**DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature: ..... Date: .....

*(The post will be subject to the terms and conditions of the appropriate Diocesan of Arundel & Brighton model contract, a copy of which will be provided to you before interview if you are shortlisted).*

## NOTES TO APPLICANTS

1. Applicants who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.
2. The Diocese of Arundel and Brighton complies and the Equality Act 2010.
3. Before signing this form, please ensure that every section has been completed.
4. The form should be returned as instructed in the details of the post.
5. Applicants should attach a separate statement in support.
6. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
7. Applicants are reminded that this is an application for a post in the Finance Office of the Diocese of Arundel and Brighton where the Diocese is the employer and that the post will be subject to the terms and conditions of the contract of employment.
8. Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
  - (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
  - (b) A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
  - (c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
  - (d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
  - (e) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  - (f) A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.



## RECRUITMENT MONITORING INFORMATION

Post title:	CSS :
Last name(s):	First name(s):
Date of birth:	Gender: Male .... Female .....

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Equality & Human Rights Commission's guidance.

### 1. **ETHNIC ORIGIN**

I would describe my ethnic group as:

<b>1. White</b>	<b>4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</b>
British ...	Bangladeshi ...
English ...	Indian ...
Scottish ...	Pakistani ...
Welsh ...	Any other Asian background ...
Irish ...	(please specify)
Any other White background ...	
(please specify)	
<b>2. Black, Black British, Black English, Black Scottish or Black Welsh</b>	<b>5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh</b>
African ...	Chinese ...
Caribbean ...	Any other Chinese ...
Any other Black background ...	background (please specify)
(please specify)	
<b>3. Mixed</b>	<b>6. Other ethnic group</b>
White & Asian ...	Other ethnic group ...
White & Black African ...	(please specify)
White & Black Caribbean ...	
Any other Mixed background ...	
(please specify)	

**2. GENDER**

My gender is: Male ..... Female .....

**3. DISABILITY MONITORING**

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? Yes ... No ...

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview:

If you are registered disabled, please state your number: .....

*This does not form part of the selection process.*

**THE INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON A COMPUTER FILE.**

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature: ..... Date: .....