**APPLICATION FOR A POST WITHIN THE METHODIST CHURCH**

# IMPORTANT INFORMATION FOR APPLICANTS

**Please read these notes carefully before you complete the application form.**

* Thank you for expressing interest in a post within the Methodist Church.
* These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
* You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* If there are no requirements under Education and Training, Proven Abilities, Special Knowledge and Skills, or Special Qualities and Attributes in the Person Specification, then there is no need to provide any information on the relevant section of the form.
* You do not need to fill all the space provided in each section. We have tried to provide you with plenty of space, but if you need more you should use an additional sheet of paper and attach it securely to the form.
* Please try to give evidence when you make statements. For example, “I work well in a team” – try to describe an example of when and how you contributed to a team.
* Pages 2- 4, which asks you to provide personal information, will be removed and retained in the Personnel Office.
* Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.
* Our vacancies are UK-based and applicants from outside the EU will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from non-EU nationals who do not hold the appropriate documentation until all employment options within the EEA have been exhausted. All applicants appointed by the Methodist Church or other Methodist employing bodies are required to produce evidence of eligibility to live and work in the UK . Detailed information on the UK’s immigration categories can be obtained from the UK Border Agency website <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>
* Please complete the form in type or black ink to ensure it photocopies clearly.
* We look forward to receiving your application.

**PLEASE EMAIL YOUR APPLICATION FORM to:** **recruitment@methodistchurch.org.uk**

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| **1. PERSONAL DETAILS** |
| This information will be held within the Development & Personnel Office. Please make sure that all parts of the application form are filled. |
| Post applied for:  |       |
| Where did you hear about the post |       |
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| **Title:**  |       |
| **Surname:** (Block letters)  |  |
| First names:  |       |
| **Address:** (Block letters)  |       |
|       |
|       |
| **Post Code:** |       |
| **Telephone number:**  | Home:  |       |
| Daytime:  |       |
| Mobile:  |  |
| **NI number:** | **E-mail address:**  |
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| **Immigration Status**Do you already have the legal right to work in the UK?Yes [ ]  No [ ]  |
| If yes, please write in any conditions (e.g. end date, Visa type etc):       |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  | [ ]  Yes [ ]  No |
| If yes, please supply further details:       |  |

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**EQUALITY & DIVERSITY MONITORING FORM**

The Methodist Church aims to have a workforce that reflects the diversity of talent, the proven abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff are treated equally and fairly.

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete this equality and diversity monitoring form. If you do not wish to complete any section of this form, please tick the appropriate preferred not to say box.

This monitoring form will be detached from the application form prior to short listing. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

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| **Job Ref:** |  |
| **Post applied for :** |  |

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| --- | --- | --- | --- | --- | --- |
| **Age**: | [ ]  16 - 17  | [ ]  18 - 21  | [ ]  22 - 30  | [ ]  31 - 40  | [ ]  41 - 50  |
| [ ]  51 - 60  | [ ]  61 - 65  | [ ]  66 - 70  | [ ]  70 +  |  |

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| **Sex :** | [ ]  Male  | [ ]  Female  | [ ]  Prefer not to say |
|  Is the sex you indicated the same as your sex at birth? [ ]  Yes [ ]  No |

| *Asian or**Asian British* | [ ]  | Bangladeshi | *Black or**Black British* | [ ]  | African |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Indian | [ ]  | Caribbean |
| [ ]  | Pakistani | [ ]  | Other black background |
| [ ]  | Other Asian background |  |
| *Chinese* | *[ ]*  | Chinese | *Mixed* | [ ]  | White & Asian |
| [ ]  | White & Black African |
| [ ]  | White & Black Caribbean |
| [ ]  | Other mixed background |
| *White* | [ ]  | British | *Other ethnic group* | [ ]  | Other |
| [ ]  | Irish |
| [ ]  | Other white background | Any other ethnic group please specify       |

| Religion/Belief/Faith: |
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| [ ]  Baha’i | [ ]  Buddhist | [ ]  Christian | [ ]  Hindu | [ ]  Jain  | [ ]  Jewish  |
| [ ]  No Religion | [ ]  Muslim | [ ]  Sikh | [ ]  Other (please specify)       | [ ]  Prefer not to say |

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| **Sexual Orientation:** |
| [ ]  Bisexual  | [ ]  Gay man | [ ]  Gay woman/ lesbian | [ ]  Heterosexual/straight  | [ ]  Other(please specify)       | [ ]  Prefer not to say |

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| **Disability:** |
| *The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities".* |
| Do you consider yourself to have a disability?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below: |

**Thank you for assisting us by completing the Questionnaire**

**INTENTIONALLY LEFT BLANK**



**APPLICATION FORM**

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| Applicant To Complete |
| **FULL NAME** |       |
| **POST TITLE** |       |
| **LOCATION** |       |
| **CLOSING DATE** |       |
| **Please return the completed form to:** | Development & Personnel Office**Methodist Church House****25 Marylebone Road****London NW1 5JR****e-mail:** **recruitment@methodistchurch.org.uk****Telephone: 020 7467 3769****Fax: 020 7467 5284** |

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| **For Office Use Only** |
| **Date Received** |  |
| **Application No.** |  |
| **Application withdrawn** | [ ]  | Post Withdrawn | [ ]  |
| **Shortlisted** | [ ]  Yes [ ]  No  | Appointed | [ ]  Yes [ ]  No  |
| **Special needs at Interview** |  |

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| **2. EMPLOYMENT/ APPOINTMENT HISTORY**List all employers starting with your present or most recent first. Please account for any gaps in employment. |
| **Name and Address of Employer** | **Position Held** | **From To****Month/Year** | **Reason for Leaving** |
|       |       |       |       |
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| **3. EDUCATION AND TRAINING**Please look at the **Essential** **and** **Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
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| **Membership of Professional Institutes or Societies (if applicable)**Please detail any qualifications or memberships to professional organisations/bodies relevant to the position you have applied for. Please provide membership/registration number. |
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| **4. PROVEN ABILITIES** Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and provide proof/examples/evidence that you have the **abilities** required. |
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| **5. SPECIAL KNOWLEDGE AND SKILLS**Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **Special Knowledge and Skills** you consider to be relevant. |
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| **6. SPECIAL QUALITIES AND ATTRIBUTES**Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **Special Qualities and Attributes** you consider to be relevant. |
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| **7. Why are you applying for this job?** |
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| **8.** **Please describe how you would work in the post with reference to the job description.** |
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| **9. REFERENCES**Please provide us with contact details of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant. Please note it is the Methodist Council policy not to accept references from relatives or friends (unless in a professional capacity). |
| **1.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **2.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **3.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?       |
| **10. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment / suspended from appointment (subject to the complaints and discipline process) within the Methodist Church.**Signature:                           Date:                           |