

## ALL SOULS CHURCH: APPLICATION FORM

Please type or print clearly, complete all sections and return to the address at the end of this document. If you need more space please continue on additional sheets.

### 1. Personal Details:

Name of position:	
Full Name:	
Home address:	
Post code:	
Telephone - Mob: H: W:	
May we call you at work; Y/N:	
Email:	
If you are <i>not</i> a citizen of the UK, do you possess the relevant work permit; Y/N:	

### 2. Education and training: Please list your education and qualifications, starting with the most recent:

Dates	Place	Qualifications attained

Please list any other professional, trade or vocational qualifications:

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**3. Employment history:** starting with your current or most recent employer please list in chronological order. (Continue on a separate sheet if necessary).

Dates (month & year)	Name and address of employer	Job title and summary of duties	Reason for leaving / Notice period required

**4. Declaration:** Please fill in the section below. Under the Rehabilitation of Offenders Act 1974 you do not have to disclose information on certain convictions after a set period of time however this post is **exempt** from the above Act therefore **all** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'

Have you ever been convicted of a criminal offence; Y/N:	
Do you have any criminal charges or summonses pending against you; Y/N:	

Having a criminal record will not necessarily bar you from working with us.

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**5. References:** Please provide the names, addresses, phone numbers and email addresses of three referees. At least one must be your current or most recent employer:

Reference:	1	2	3
	Current or most recent employer	Church Minister / other referee	Personal / other referee
Name and Occupation:			
Contact details:			
How do they know you?			
May we approach them now; Y/N:			

### 6. Other

If you have a disability please tell us about any adjustments we may need to make to assist you at interview:

Please tell us if there are any dates when you will not be available for interview:

Is there any other information you would like to include in your application? Use the space below:

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Where did you hear about the position?	
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### 7. Completing an application:

Once you have completed the sections please do the following:

- Send a letter outlining why this position interests you and why you think you would be good at it.
- Send your curriculum vitae (no more than two pages)
- Sign the declaration below and email to [recruitment@allsouls.org](mailto:recruitment@allsouls.org) or send to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA

**To the best of my knowledge and belief, I confirm that the information I have provided on this form is correct.**

**Signed:**

**Date:**