

Christ Church Southport
APPLICATION FORM
Please write clearly or type directly into the form

POSITION APPLIED FOR:

1. PERSONAL DETAILS

Title:

First name(s):

Surname:

Have you ever been known by any other names? YES ☐ NO ☐

If you answered yes, please give details:

Address:

City / town:

County:

Country:

Post code:

Contact Details

Telephone Number:

E-mail address:

UK National Insurance No.:

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Relationships

Are you related to or in a relationship with an employee of Christ Church Southport?

YES ☐ **NO** ☐

If yes, please state the relationship:

Eligibility to work in the UK:

(Christ Church Southport undertake the checking of an applicant's eligibility to work in the UK)

Do you require a work permit or visa to work legally in the U.K.? YES ☐ NO ☐

If you are offered a job, you will be required to provide proof of your identity and right to work.

Available Start Date: _____

2. RELEVANT EXPERIENCE

Please specify any experience you have in the areas described in the Job Description (max 400 words).

3. Personal Statement

Please state your reasons for applying for this role. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career(s), responsibilities held and relevant interests. Please also specify why you want to work for Christ Church Southport (max 300 words).

4. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Academic Qualifications

Subject and Type
(e.g. English A' level)

Place of Study

Grade/Result

Year Obtained

Relevant Training Courses attended:

Membership of any professional bodies:

5. PLEASE LIST CURRENT AND PREVIOUS EMPLOYMENT

Dates From - To	Name and Address of Employer	Job Title	Reason for Leaving

6. ABOUT YOU AND YOUR SKILLS

What are your hobbies and interests?

What are your strengths and weaknesses?

What other skills and abilities would you bring to the team outside of the role description?

What else would you like us to know about you?

7. DISABILITIES

Christ Church Southport gives full and fair consideration to applications received from people with disabilities who possess the appropriate skills or qualifications for the job to be filled.

If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview? YES ☐ NO ☐

If yes, please provide details:

8. CRIMINAL CONVICTIONS

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

The position you have applied for is an 'exempt position', therefore it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. This means that the employer can obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and, in certain circumstances, the Police Act 1997. This is in recognition that there are certain activities for which fuller disclosure of a person's criminal record history is relevant, for example, where there is a real risk to children, other people in vulnerable circumstances or some other particularly sensitive area of work.

This position is eligible for an enhanced disclosure, any follow up DBS check may also include other relevant information held at the discretion of the Chief Constable of the relevant police force. If the position is a regulated activity as outlined in the Safeguarding Vulnerable Groups Act 2006 (amended in 2012), any enhanced disclosure may also include information that is held about you on the children's and/or adults barred list(s). In these circumstances you are required to list all of your cautions and/or convictions including those that are spent, unless for the purposes of the job or activity they are considered to be 'protected'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Fair recruitment process

Christ Church Southport aims to promote equality of opportunity and is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for. Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role. This part of your application will only be viewed by those who need to see it as part of the recruitment process. Your information will be treated confidentially and will not be shared.

What information should I disclose?

Understanding what offences might need to be declared to a prospective employer will be critical to ensure you do not disclose information you are not legally bound to declare or omit relevant information that must be declared. If you are unsure about whether you need to disclose certain criminal record information, free confidential advice may be sought from one of the charity bodies listed below. These bodies can advise you on what you are legally required to declare and may also be able to advise you on how you can disclose criminal record information to a prospective employer and your legal rights when doing so.

- [Gov.uk - Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)
- [Nacro](#)
 - Tel: 0300 123 1999, or email: helpline@nacro.org.uk
 - [Practical guidance on the DBS filtering rules](#)
- [Unlock](#)
 - Tel: 01634 247350, email: advice@unlock.org.uk
 - [or complete the online form on the Unlock website](#)

Convictions or cautions to Declare:

Do you have any criminal convictions and/or cautions that are not protected (i.e. eligible for filtering) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

This is regardless of whether the caution has been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales and it is not protected. It also includes cautions that have been issued under military law while serving in the Armed Forces, either in the UK or any other country, where it would be considered an equivalent offence in England and Wales and is not protected.

Any information given about convictions will be completely confidential and having a criminal conviction will not necessarily prevent you from working with us. Employment depends on the nature of the job and your offences.

Please tick appropriate boxes:

I have spent criminal convictions to declare.

YES ☐ NO ☐

I have unspent criminal convictions to declare.

YES ☐ NO ☐

Have you ever been cautioned or subject to a bind over order?

YES ☐ NO ☐

If you have ever had any criminal convictions, please provide full details on a separate sheet of paper and place inside a separate sealed envelope with your application form.

Please mark this envelope for the attention of Jo Greenfield only

9. DECLARATION

The information you provide in this form will be used by Christ Church Southport to evaluate your application for employment. Your contact details will also be held centrally and will be used to contact you regarding your availability to work.

If your application is unsuccessful, your data will be retained for a maximum of six months and will then be destroyed.

Please read the following declaration and sign below:

I declare that the information provided in the whole of this application form is true, accurate and complete, and I consent to all personal and sensitive data about me being stored and used for business purposes by Christ Church Southport.

I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

Signature: _____ **Date:** _____

OR

If you have completed this form on your computer, please tick this box to confirm you agree to the declaration:

☐

Please send this completed application form by email to: office@christchurchsouthport.org.uk

10. REFERENCES

Please provide names of two referees.

1. Your current or most recent employer(s). *(If you have not previously had a job then provide a character referee who must have known you for at least two years but cannot be related to you).*
2. A Pastor or Leader from your church (if you are not a part of Christ Church Southport) OR a Senior Professional.

1. Your most recent employer, if applicable

Name: _____

Address: _____

Profession/job title: _____

Relationship to you: _____

Postcode: _____

How long known to you? _____

Daytime telephone number(s): _____

Can we take references at any time?

YES ☐ NO ☐

Is this reference a personal one?

YES ☐ NO ☐

Email Address: _____

2

Name: _____

Address: _____

Profession/job title: _____

Relationship to you: _____

Postcode: _____

How long known to you? _____

Daytime telephone number(s): _____

Can we take references at any time?

YES ☐ NO ☐

Is this reference a personal one?

YES ☐ NO ☐

Email Address: _____

Please note as part of this application you must submit two short videos (2-3 minutes each) of yourself singing and playing:

- a. "Holy Forever" (Chris Tomlin)
- b. A worship song of your own choosing.

These do not need to be professionally recorded and may simply be filmed on a phone.

Please send or send a link for these to office@christchurchsouthport.org.uk

Please use this page for any additional information