



**All Saints Ilkley**



Supported by

**The National Lottery**<sup>®</sup>

through the Heritage Lottery Fund



## Education and Activities Coordinator (Heritage)

### PART A: PERSONAL INFORMATION

Family name (block capitals):		Title:	
Preferred name:			
Names in full:			
Address:			
Telephone number (that we can use to contact you):			
Email:			
Are you a UK or EU/EEA National? (yes/no)			
If you have answered 'no' to the above question, please answer the following two questions:  What is your current work authorisation status?  Please supply details of any visa currently held, number, start/expiry dates and details of any restrictions:			

## POSITIVE ABOUT DISABLED PEOPLE

As holders of the Two Ticks symbol, the Church of England is committed to taking action to improve the employment, training and career development of disabled people. We will guarantee an interview to anyone with a disability whose application meets all the essential criteria.

A disability is defined as 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 and must be expected to last for 12 months or more.'

Please indicate if you have a physical or mental impairment that is covered by this definition:

Yes / No

Any false declaration of a disability in order to obtain an interview may subsequently result in any offer of employment being invalidated.

Please give details of any arrangements or facilities you may require to enable you to attend for interview for the post for which you are applying (e.g. sign language interpreter, level access, etc).



## POSITIVE ABOUT THE ARMED FORCES COMMUNITY

As part of The Armed Forces Corporate Covenant, the Church of England is committed to support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our organisation and our country.

We guarantee an interview for veterans who have Service related injuries, providing their application meets the essential criteria for the job.

Please indicate if you are a Service leaver with a Service related injury:

Yes / No

Any false declaration in order to obtain an interview may subsequently result in any offer of employment being invalidated.

## PART B: INFORMATION IN SUPPORT OF YOUR APPLICATION

*Looking at the person specification, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. [Maximum 1000 words]*



## PART D: EDUCATION & TRAINING

*Based on the job description, list education, training, any relevant professional qualifications and membership of professional organisations. Please give dates.*

## PART E: REFEREES

*This section will be detached from the form as it contains information that is strictly private and confidential. It will not be seen by any member of staff, other than essential staff managing employment, and will not be considered in relation to the job for which you are applying.*

Do you currently hold office, a bishops' licence or Permission to Officiate?

Yes/No

Have you ever been removed from office or had a bishop's licence or Permission to Officiate withdrawn or terminated? If so, give details.

Please note: If you are ordained, you must supply the name of the last Bishop under whom you served.

Current/most recent employer/academic (please indicate)

Name:	
Job title:	
Phone:	
Email:	
Address:	

May we contact your current /most recent employer now?	
What is the period of notice you require in your current job?	

Previous employer/another manager/academic (please indicate)

Name:	
Job title:	
Phone:	
Email:	
Address:	

*Are you a member or an active supporter of the British National Party or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church of England's commitment to promoting racial equality?.*

Yes/No

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.*

Signed:		Date:	
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# STRICTLY CONFIDENTIAL

## PART F: ADDITIONAL INFORMATION

Post applied for:	Heritage Manager, All Saints Ilkley
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Family name (block capitals):		Title:	
Names in full (block capitals):			

### Disclosure of conviction(s)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

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# EQUAL OPPORTUNITIES MONITORING FORM

The National Church Institutions wholeheartedly support the principle of equality of opportunity in employment and believe in the benefits of a workforce drawn from a wide cross-section of the community.

You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.

Please put an X in the relevant box.

Gender      Female       Male

Age      16 – 25       26 – 35       36 – 45       46 +

Date of birth

## Ethnicity

ASIAN	BLACK	MIXED	WHITE	CHINESE / OTHER
Asian British <input type="checkbox"/>	African <input type="checkbox"/>	White/Asian <input type="checkbox"/>	British <input type="checkbox"/>	Chinese <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Black British <input type="checkbox"/>	White/Black African <input type="checkbox"/>	Irish <input type="checkbox"/>	Any Other <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>	Other <input type="checkbox"/>	
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>		
Asian Other <input type="checkbox"/>				

## Marital Status

Please indicate which of the following best describes your marital status.

Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Undeclared	<input type="checkbox"/>
Civil Partnership	<input type="checkbox"/>		



Where did you see this vacancy advertised?

Church press  Other newspaper\*

Other\*  Website\*

\*Please specify

Date form completed

Disability – Equality Act 2010

Please outline any reasonable adjustments you may need if invited to attend an interview.

Signed:		Date:	
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*Please send your completed application form to  
Development Coordinator, All Saints Church,  
4 Church Road, Ilkley, West Yorkshire LS29 9DS  
to arrive by 12-noon on the closing date 1<sup>st</sup> March 2019*