 **Application for Employment:**

**Youth Worker  
  
Closing date: Saturday 30th November 2024 at 23:59 hrs**

We ask all prospective employees working with children, young people and vulnerable adults to complete this extended application form. If there is insufficient room to fully answer any question, please continue on a separate sheet, or expand the table in MS Word. However, please do keep your answers concise, and ideally no more than 200 words per extended section. The information will be kept confidentially by us, unless requested by an appropriate authority.

All personal data will be held in accordance with GDPR and our privacy notice.

1. PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | Preferred Title: |  | |
| First Names: |  | | | |
| Maiden/former |  | | | |
| Address:  Postcode: | | Telephone:  *Tick preferred number to contact* | |  |
| Daytime: |  |  |
| Evening: |  |  |
| Mobile: |  |  |
| Email Address: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| How long have you lived at this address?  *(if shorter than 5 years, please give details of previous addresses below and overleaf)* | | Years: | Months: |
| **From (dd/mm/yyyy)** | **To (dd/mm/yyyy)** | **Address:** | |
|  |  | Postcode: | |
|  |  | Postcode: | |
|  |  | Postcode: | |
|  |  | Postcode: | |

|  |  |  |
| --- | --- | --- |
| Do you hold a current, valid driving licence | * Yes | * No |
| If yes, what type? | * Full | * Provisional |
| If yes, do you have any current endorsements? *(if yes please give details)* | * Yes | * No |
| Do you own a car? | * Yes | * No |

|  |  |
| --- | --- |
| What length of notice period do you need to give your current employer? |  |

Under the Asylum and Immigration Act 1996 all employers have a legal responsibility to ensure that any prospective employer or worker has the right to live and work in the UK.  In order to satisfy this requirement a number of documents have been defined as acceptable.  Prior to any offer of employment being made an applicant will be required to produce the original specified documents, usually at interview.

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| --- | --- |
|  | I am a British Citizen/EU National and do not require permission to work in the UK |
|  | I am not a British Citizen/EU National but do not require permission to work in the UK |
|  | I will require a Certificate of Sponsorship to work in the UK |

2. CHRISTIAN LIFE & EXPERIENCE

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| Briefly describe the beginning and growth of your faith in Jesus Christ: |
| How are you seeking to live out your Christian faith at home, work, church and in your social life? |
| What is your understanding of ‘Word and Spirit’ ministry? What spiritual gifts would you say you have? |
| How have you discerned that you have a God-given calling to work with young people & young adults in a local church setting? How is God calling you to the specific role in Hurstpierpoint? |

3. EMPLOYMENT HISTORY

Starting with your current or most recent employer, please tell us about your past and current employment and/or voluntary work in the table below. Please account for any gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer name and address** | **Employed from (date)** | **Employed to (date)** | **Job title and description** | **Reason for leaving/ considering leaving** |
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4. EDUCATION

Please list your qualifications, and where and when you gained them.

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| --- | --- |
| **Establishment & date** | **Qualification(s) gained** |
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5. YOUTH & YOUNG ADULTS WORK EXPERIENCE

Please provide details of your experience of youth work, work amongst young adults and other relevant experience.

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6. SUITABILITY FOR THIS ROLE

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| Please outline your personal experience of leadership with the local church, both working with young people & young adults and in other areas of ministry. |
| What experience do you have of building, leading and managing a team of volunteers? What challenges does the local church face in this area? |
| What experience and/or training do you have of safeguarding and safer recruitment issues within a local church context? What challenges does the local church face in this area? |
| What administrative and organisational gifts do you have that would be relevant to this role? |

7. OTHER INFORMATION

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| Apart from involvement in church and Christian activities, what other interests do you have? |
| What else would you bring to the local church community here? |
| Use this space for anything else you would like to tell us about yourself: |

8. REFERENCES

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer:

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name:** |  |  |
| **Address:** | Postcode: | Postcode: |
| **Telephone:** |  |  |
| **Email:** |  |  |
| **Relationship to applicant:** |  |  |
| We will only take up references if you are successfully shortlisted | | |

Please provide details of the vicar/minister/leader of your current church or place of worship:

|  |  |
| --- | --- |
| Name: |  |
| Address: | Postcode: |
| Telephone: |  |
| Email: |  |
| Name of Church |  |
| We will only take up references if you are successfully shortlisted | |

We reserve the right to take up character references from any other individuals deemed necessary.

9. DECLARATION

Please confirm that you understand and agree to the completion of a confidential declaration form and disclosure check should we wish to proceed to interview you for the post.

**I confirm that the submitted information is correct and complete, and that any misleading or false statements may be sufficient grounds for cancelling any agreements made. I understand that this position will require the completion of a confidential declaration form and disclosure check.**

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| The completed application form, and the completed confidential declaration form should be returned in a sealed envelope to:  **Rev’d Dr Richard Coldicott,**  **The Rectory, 21 Cuckfield Road, Hurstpierpoint, Hassocks, West Sussex BN6 9RP**  Alternatively the application form can be submitted via email to rector@holytrinityhpp@gmail.com  **Please note that both the confidential self-declaration and application form must reach us by the closing date of 2359 hrs on Saturday 30th November 2024** |