**APPLICATION FORM**

IN CONFIDENCE

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CVs will only be considered when accompanied with this completed form.**

Please complete this form electronically and save it as a PDF file before emailing to the address at the bottom.

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| **1. JOB DETAILS**  Post applied for: Horsham Churches Together Development Co-ordinator | |
| **2. PERSONAL DETAILS**  **Title: Surname:**  **First Names:**  (Underline the name by which you want to be known) | Please list below any other names by which you have been known |
| **Address:**  **Post Code:** | **Telephone Numbers**  *Mobile:*  *Home:* |
| **E mail address:** | |
| **National Insurance Number:** |  |
| Are you entitled to work in the UK Yes / No  *Note: HCT is unable to sponsor visas or work permits and therefore only accepts job applications from those who are entitled to work in the UK.*  NB: Please note that shortlisted applicants must bring with them their proof of eligibility to work in the UK at the point of interview. This is most commonly a UK passport, but more information on this can be found at <https://www.gov.uk/check-job-applicant-right-to-work> | |
| **If appointed, how soon could you take up the post?** | |

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| A key requirement of this front-line post is to be able to uphold the ethos of the Churches and promote the Christian Faith and, for this reason, the successful candidate will be a committed Christian.  Have you had any previous contact, or do you have any current contact, with Horsham Churches Together? Yes / No  If yes, please give details |
| Ideally, the role holder will be able to drive and have access to a vehicle to be able to visit Horsham Churches Together churches.  Do you hold a current UK driving licence? Yes / No Do you have access to a vehicle? Yes/No  Do you have any driving endorsements? Yes/No  If yes, please give details |
| **3. OTHER CHURCH CONNECTIONS**  Place of worship where you attend, please give details including those of the church leader. |
| If you are involved in Christian faith-related activities, please give details. |

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| **4. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your academic and other relevant qualifications, and dates passed starting with the most recent.  **Date** (month-year) **Qualifications obtained**  Please describe other relevant learning opportunities e.g. training courses  **Date** (month-year) **Learning opportunity** |
| **5. PRESENT OR LAST EMPLOYER**  **Employer’s name and address:**  **Post held**  **Date commenced** (and left, if appropriate)  Please give a brief description of your duties and responsibilities |

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| **6. PREVIOUS EMPLOYMENT AND EXPERIENCE**  Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken, starting with the most recent first.  **Dates**  **Employer Post held**  (month-year, from - to) |
| Please give details of any relevant skills/experience gained outside paid employment  (e.g. through voluntary service). |

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| **7. REFERENCES**  Please give the name and address of two personal referees, one of whom should be your current church leader, who can comment on your suitability for this post. If you were known by a different name, please also state this. | |
| **Referee 1**  **Name:**  **Position:**  **Address:**  **Post Code:**  **Telephone No:**  For how long and in what capacity does this person know you? | **Referee 2**  **Name:**  **Position:**  **Address:**  **Post Code:**  **Telephone No:**  For how long and in what capacity does this person know you? |
| Please give the name and address of a referee from your current or most recent place of work where applicable. | |
| **Referee 3**  **Name:**  **Position:**  **Address:**  **Post Code:**  **Telephone No:**  For how long and in what capacity does this person know you? | |

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| **8. SUPPORTING INFORMATION**  Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job. |
| **9. DECLARATION**  I declare that the information given on this form is correct and complete, and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for cancelling any agreements made, or for disciplinary action to be commenced.  I acknowledge that an appointment, if offered, will be subject to satisfactory references which are acceptable to Horsham Churches Together.  I agree that my application details may be held securely and processed by Horsham Churches Together and Horsham Matters.  NB: If your application is successful, your information (including sensitive personal data) will be used for personnel administration and management purposes. If your application is unsuccessful your information will be kept on file for a period of one year.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return the completed form, saved as a PDF file, to arrive no later than 6pm on Monday 11th October 2021 to:**

[**admin@horshamct.org.uk**](mailto:admin@horshamct.org.uk)

You will be asked to sign the above declaration prior to any interview.