



Important: This form must be completed in full, and returned to human.resources@durham.anglican.org. in a Microsoft Word or compatible format. The canvassing of any members of Diocesan clergy or Diocesan staff, directly or indirectly for any appointment in the Diocese of Durham will disqualify the candidate.

Please read guidance notes before completing this form.

Office Use Only	Job Title: <i>Church Buildings Support Officer</i>	Job Reference <i>2022-01</i>
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Surname	Initials
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Part A: Current Employment

Present employment (most recent if unemployed)

Employer's name, address and nature of business:	Job Title:
	Full-Time or Part-Time & Salary:
	Date started:
	Date left:
	Notice required:

Please provide a brief description of your duties and your achievements relevant to the post you are applying for. Please give your reason for leaving if you are unemployed.

Part B: Previous employment history

From/To Month/Year	Name and address of employer and nature of business	Position held, brief description of responsibilities and achievements	Reason for leaving

Part C: Education, training and professional qualifications/membership

Please list all education and qualifications gained from Secondary school, college, university or equivalent	Qualifications	Grade	Dates (From / To)
Training and Development – list relevant training and development undertaken			
Place of study	Qualification	Grade	Dates (From / To)
Current membership of professional bodies and professional qualifications			
Name of professional body/qualification	Class/Grade of membership	Method of study	Dates (From / To)

Part D: Information in support of your application

Please use this section to explain your reasons for applying for this position and to describe how you meet the person specification. Examples can be taken from your employment, volunteering, community, extra-curricular activities.

Part E: Personal information; References; Disclosure of Conviction(s) and Equal Opportunity Monitoring

This section of your application will be detached from parts A-D. The information in Part E will not be seen by any member of staff other than the HR&OD Department and will be used solely in the processing of your application. **It will not be provided to the shortlisting panel or to the interviewing panel.**

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Personal information

Surname		First Name(s)	
Former name(s)		Middle Name(s)	
Title (Mr, Mrs, Dr etc)		Date of Birth	
Address		Tel No	Home
			Mobile
			Work
		Email	
Postcode		NI Number	

Are you currently eligible for employment in the UK?	Yes	No
Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card, birth certificate, passport or travel documentation showing an authorisation to reside and work in the UK.		
Are you related to any person employed by the Diocese of Durham?	Yes	No
If yes, please give full details:		
Have you previously applied for employment with the Diocese of Durham?	Yes	No
If yes, please give details:		
Do you have other ongoing employment?	Yes	No
If yes, please give details:		
Source of application		
Please state where you saw this vacancy advertised:		

References

All appointments with Diocese of Durham include consideration of two satisfactory references. Please provide the names and addresses of two people who know you well and who will be able to comment on your suitability for the post you are applying for. We will inform you when we intend to contact your nominated referees. The Diocese of Durham may wish to contact additional employers identified on your application form but will only do so with your permission.

Referee Number 1: Current/Most recent employer	
Name	
Job Title	
Phone	
Email	
Address including postcode	
How do you know this person?	

Referee Number 2: Employer, tutor, priest or similar	
Name	
Job Title	
Phone	
Email	
Address including postcode	
How do you know this person?	

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 (Exceptions) Order 1975 (as amended in 2013).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes	No
If yes, please give details of date(s), conviction(s), caution(s), reprimand(s) or final warnings(s) and sentence(s) passed.		

Equal Opportunity Monitoring

In accordance with Diocese's policy on equal opportunities in employment, the Diocese of Durham will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

The information requested in boxes 1-10 (inclusive) will be treated in the strictest of confidence and will be used only to provide statistics for equality monitoring purposes. The information will be detached from your application form, stored separately and will not be seen by staff directly involved in the appointment. There is no obligation on you to provide this information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.

Please complete all sections that apply:

1. Age

2. Gender assigned at birth		
Female	Male	Prefer not to say

3. Which of the following best reflects how you would describe your gender identity?		
Female	Male	Prefer not to say
In another way: <i>If you would like to, please say how you describe your gender identity</i>	Other: <i>If you would like to, please describe</i>	

4. Does your gender identity align with the gender assigned to you at birth?		
Yes	No	Prefer not to say

5. Marital Status		
Single	Married	Civil Partnership
Separated	Divorced	Widowed
Prefer not to say	Other: <i>please describe</i>	

6. What is your sexual orientation?		
Heterosexual/straight	Bi/bisexual	Gay/lesbian
Prefer not to say	Other term: <i>please describe</i>	

7. Disability		
<p><i>Following implementation of the Equality Act 2010, employers are committed to providing people with an opportunity to compete fairly for jobs. The Equality Act provides that 'a person has a disability for the purpose of this Act if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'.</i></p>		
Do you consider that you meet this definition?	Yes	No
If 'yes', please provide details.		
Please outline any reasonable adjustments you may need if invited to attend an interview.		

8. Nationality		

9. Ethnic Origin		
<p><i>(Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)</i></p>		
I would describe myself as (choose ONE section from (i) to (v), and then tick the appropriate box to indicate your cultural background):		

(i) White:		
British	English	Scottish
Welsh	Northern Irish	Irish
Gypsy or Irish Traveller	Prefer not to say	Other White Background: <i>please specify</i>

(ii) Mixed/Multiple ethnic groups:		
White and Black Caribbean	White and Black African	White and Asian
Prefer not to say	Other Mixed/Multiple ethnic background: <i>please specify</i>	

(iii) Asian, Asian British:		
Indian	Pakistani	Bangladeshi
Chinese	Prefer not to say	Other Asian background: <i>please specify</i>

(iv) Black, African, Caribbean, Black British:	
African	Caribbean
Prefer not to say	Other Black, African, Caribbean background: <i>please specify</i>

(v) Other ethnic group:		
Arab	Prefer not to say	Other ethnic group: <i>please specify</i>

10 Religion or belief		
Buddhist	Christian	Hindu
Jewish	Muslim	Sikh
No religion or belief	Prefer not to say	Other: <i>please specify</i>

Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The Diocese of Durham treats personal data collected during the recruitment process in accordance with its statutory obligations on data protection and its data protection policies. Information about how your data is used and the basis for processing your data is provided in the Diocese’s Privacy Notice and further information is available by contacting the HR&OD Department (human.resources@durham.anglican.org).

Declaration

To the best of my knowledge and belief, I declare that the information supplied by me in each section of this form is complete and correct. I hereby consent to the Diocese of Durham processing the data supplied in this application form for the purposes of recruitment and selection activities, including monitoring.

Please note: Any false, incomplete or misleading statements may lead to dismissal.

Applicant’s signature:	Print name:
Date:	

Please email your completed application form by the closing date to:
human.resources@durham.anglican.org.

Please note: Your application form must be returned in a Microsoft Word or compatible format to enable Section E to be detached from your job application. Failure to return your application in a Microsoft Word or compatible format may prevent your application being progressed to the shortlisting stage.