**St John’s Neville’s Cross** –

**Application Form – Guidance Notes**

Please read this information carefully before completing your Application Form.

**Job Description and the Person Specification**

These provide details of the job role and set out the Essential Criteria against which your application will be assessed. Invitation for interview will be based upon the information that you provided in your Application Form and how you have demonstrated that you have meet the required Essential Criteria – therefore you should complete it in a well-planned and positive way.

You must ensure that you include as much relevant information as possible in your application. Any information provided through a Curriculum Vitae (CV) will not be considered for shortlisting purposes. If you wish to add a covering letter you can do so.

St. John’s will only accept an Application Form received after the closing date in an exceptional circumstance, and where a shortlisting exercise for the job role has not been completed. If you consider that an exceptional circumstance has caused you to submit your Application Form after the closing date and you wish your application to be considered you may write to us setting out your grounds for consideration and your exceptional circumstance, and requesting that your application is included in the recruitment and selection exercise.

**Education, training and professional qualifications.**

You may be asked to provide evidence of these prior to commencing employment with

St. John’s.

**Career History.**

Please proved as much detailed information as possible about your working experience, both employed and voluntary, and give a time-line including gaps in employment / work experience.

**Information in support of your application**

This Section gives you the opportunity to tell us why you are an outstanding candidate for the job. Please provide any additional information about yourself which you feel is relevant to the job role and demonstrates that you meet the Essential Criteria of the job role. This may include any particular skills and qualities from work, work experience, in a voluntary or other setting. You could also include information about leisure interests and hobbies if you consider it relevant to demonstrating the Essential Criteria

Please ensure you demonstrate how you meet the Essential Criteria requirements including providing real examples and experience. Please also demonstrate whether you can meet any of the desirable criteria.

**References.**

These may be taken up before or after shortlisting and interview. If you would prefer us not to contact your referee(s) until you have received a Conditional Offer of Employment please indicate this on your application form. Any offer of employment requires two satisfactory references. One reference must, if possible, be from your current or most recent employer or place of work experience. The other should be from someone who knows you well and is able to comment on your suitability for the role. Next of kin or other close relatives should not be named as referees.

**Declaration**

After completing your application form you need to sign and date the declaration to show that the information you have given on the application form is true in all respects. Electronic signatures are accepted.

**Complaints**

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process that is able to meet individual needs and ensures every appointment is made on merit in an effective and consistent way, and we welcome any feedback on our recruitment and selection process. If you feel you were not afforded this provision, then you should write to us at your earliest opportunity, where possible within five working days of the time that you were notified you were unsuccessful.

**Thank you . . .**  for the interest you have shown in working for St. John’s Church, and the time and resource that you have invested in applying for a job with us.