

APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

POST:	Circuit Operations Manager
METHODIST CHURCH/CIRCUIT:	Brighton and Hove Methodist Circuit
CIRCUIT No.	36/12
DISTRICT:	South East
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	<p>Stella Goddard c/o Circuit Office Hove Methodist Church Portland Road Hove BN3 5DR</p> <p>E-mail: office@hovemethodistchurch.co.uk Telephone: 012324600</p>
CLOSING DATE:	1st August 2021

Please complete this application in black ink or black type

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please supply further details:

EQUAL OPPORTUNITIES:

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.
Thank you for expressing interest in this post.

- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

Data protection statement

The information that you provide on this form will be used to process your application for employment. We process this information in line with [TCMP GDPR Guidance](#)

If you succeed in your application for employment, the information will be used in the administration of your employment with us.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our [TCMP GDPR Guidance](#)

Instructions to church, circuit or district: The first 3 pages of the application form should be removed before circulating the application form for shortlisting.

The **Methodist** Church 
APPLICATION FORM

Applicant To Complete	
FULL NAME	
POST TITLE	
METHODIST CHURCH/CIRCUIT	
CIRCUIT NO.	
DISTRICT	
CLOSING DATE	

For Office Use Only	
Date Received	
Application No	
Special needs at Interview	
Shortlisted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appointed	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

3. Why are you applying for this job?

4. What particular (1) proven abilities, (2) qualities and (3) other attributes would you bring to the post?

5. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

6. Additional Information

You are welcome to give additional information, which may be written, in the space below.

7. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of two or three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

1.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

2.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

3.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

8. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature:

Date: