

Application Form



Please submit this application form,
along with your CV and covering letter to:

St. Matthew's Church Office
High Brooms Road
Tunbridge Wells
Kent
TN4 9BW
Attn: Hannah Mwesigwa

Or office@stmattschurch.org.uk

Part A – Personal Details	
Position applied for	
Surname	
First and middle names	
Title	
Permanent Address If you are living at a temporary address, please also provide details of this.	
Postcode	
Telephone	
Have you ever been convicted of a criminal offence? <i>(Declaration subject to the Rehabilitation of Offenders Act 1974)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>If you have a disability, please tell us about any adjustments we may need to make to assist you at interview</p>	
<p>Do you need a work permit to work in the UK? <i>(If so, please provide details of your nationality and eligibility to be employed in the UK)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please indicate if there are any dates when you will not be available for interview.</p>	
<p>Please tell us how many days you have been absent from work through sickness in the last three years and the number of occasions.</p>	

Part B – Education and Training

Please provide details of your educational qualifications, including any professional or vocational qualifications, in chronological order.

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Part C – Your present (or most recent) job

Job title

Name of employer

Employer's address

Dates from

What period of notice are you required to give?

Rate of pay

Please describe your current or most recent job giving sufficient details for us to appreciate all aspects of your role, responsibilities and relationships. Please highlight any particular achievements which you feel are relevant to the post for which you are applying.

Part D: Other experience

Please tell us about other jobs you have had (in chronological order), giving the dates you were employed in each role and your reason for leaving. Please tell us about the skills you used and/or learned in those jobs. You may include both paid and voluntary work (including any honorary offices held in the church) in this section.

1. Job title

Name of employer

Paid or volunteer work?

Dates you were employed or volunteered in this role

What was your reason for leaving this role?

What skills did you use and/or learn in this role?

2. Job title

Name of employer

Paid or volunteer work?

Dates you were employed or volunteered in this role

What was your reason for leaving this role?

What skills did you use and/or learn in this role?

3. Job title	
Name of employer	
Paid or volunteer work?	
Dates you were employed or volunteered in this role	
What was your reason for leaving this role?	
What skills did you use and/or learn in this role?	
4. Job title	
Name of employer	
Paid or volunteer work?	
Dates you were employed or volunteered in this role	
What was your reason for leaving this role?	
What skills did you use and/or learn in this role?	
<p>If there are more jobs / voluntary roles you would like to tell us about, please insert an extra sheet of paper.</p>	

Part E – References

Please provide the details of two people from whom references can be sought, one of which should be your previous employer or placement supervisor if currently in training. Please note that references may be taken up prior to interview.

Do you give permission for us to take up references prior to interview? Yes / No

1. Name	
Address	
Telephone	
Email	

2. Name	
Address	
Telephone	
Email	

Part F: Further information in support of your application

Please tell us why you are applying for this role and why you think you are the best person for the job.

I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature

Date