



The Bridge Church

WELCOMING ALL IN FAITH AND LOVE

Heritage Engagement Coordinator

APPLICATION FORM

IMPORTANT INFORMATION FOR APPLICANTS

Please read through all the information carefully before you start to fill in the application form.

If you decide to apply for the post, then please complete the attached application form.

You should fill in the form step by step, noting the points below.

PLEASE:

- refer to the job description and person specification which describe what the job involves and the requirements;
- ensure your application contains relevant qualifications and experience as they relate to the person specification;
- give examples to support your evidence against the person specification criteria and describe them. For example: rather than simply saying, 'I work well in a team' – try to give an example of when and how you contributed to a team;
- make sure the information given is accurate by checking for errors after you have filled in the form;
- help us to monitor the effectiveness of our Equalities Policy by completing the Equalities Monitoring section of this form (*completion is entirely voluntary*);
- do not attach a CV as it will not be accepted;
- ensure your application reaches us before 12noon on the closing date. Late applications will not be considered.

Following the closing date, sections **A, B, C and D** will be removed from all applications by the recruitment panel to maintain anonymity and confidentiality during the selection process.

Short listed applicants will be contacted and notified with the interview time and format.

Unsuccessful applicants will be notified by e-mail or letter.

Interviews will be held at the Bridge Church, The United Reformed Church in Otley, Bridge Street, Otley, West Yorkshire, LS21 1RW

Applications sent by e-mail are preferred; however, applications sent by post (marked 'CONFIDENTIAL') will also be accepted. Please send your completed application to colin@otleybridgechurch.org.uk or to:

Mr Colin Whitaker
Church Safeguarding Co-ordinator and Convenor of the Church Growth Group
The Bridge Church,
Bridge Street
Otley
LS21 1RW

NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for proof of eligibility to work in the UK. Detailed information on the UK's immigration categories can be obtained from the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/visa immigration/working/>

For information on how we process and store your information, please see the Bridge Church's Data Privacy Notice on the website:

<http://www.otleybridgechurch.org.uk>



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SECTION A

Personal Details

Please make sure that all parts of the application form are completed

Post applied for

How did you hear about the post?

Are you available for interview on the advertised date?

Please give the date from which you would be available for employment

Please specify if you need any special arrangements for the interview

Information about you

Title

First name (Block letters)

Surname (Block letters)

Address (Block letters)

Post Code

Telephone number	Home	
	Daytime	
	Mobile	
E-mail address		

Immigration Status

Do you have the legal right to work and live in the UK? (please tick the relevant box)	YES	NO
If you have answered YES to the question above please write any conditions (e.g. end date, Visa type etc.)		

Criminal Convictions

Do you have any Criminal Convictions not 'spent' under the Rehabilitation of Offenders Act 1974? (please tick the relevant box)	YES	NO
If YES, please supply further details		

FOR OFFICE USE ONLY					
Date received					
Application Reference					
Application withdrawn			Post Withdrawn		
Shortlisted	YES	NO	Appointed	YES	NO
Special Requirements at the interview					
DBS check required			YES		NO



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SECTION B

Equalities Monitoring

The Bridge Church (United Reformed Church) is committed to promoting fairness and eliminating discrimination from recruitment and selection practices. We strive to ensure that no job applicant receives less favourable treatment either directly or indirectly, on the grounds of age, race, disability, gender, gender reassignment, marital status, religion*or belief, sexual orientation, pregnancy and maternity, in accordance with the Equality Act 2010. To monitor the success of this, the Bridge Church asks applicants to complete the form below. **All information supplied will be treated in confidence and will not be used as part of the selection process.** The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Name		Date	
Post applied for			

Gender	Male		Female		Prefer not to say	
	Is the gender you indicate the same as at birth?			Prefer not to say		

Age	16-17		18-21		22-30		31-40		41-50	
	51-60		61-67		68+		Prefer not to say			

Marital Status	Married		Civil Partnership		Single	
	Divorced		Other (please specify)		Prefer not to say	

Nationality	
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Sexual Orientation					
Bi-sexual		Gay/Lesbian		Heterosexual	
Other (please specify)				Prefer not to say	

How would you describe your ethnic origin? Please choose the option that best describes your ethnic background**

White			Mixed		
1	Scottish/English/Welsh/Northern Irish/British		10	White and black Caribbean	
2	Irish		11	White and black African	
3	Gypsy or Irish Traveller		12	White and Asian	
4	Other white background (please specify)		13	Other mixed background (please specify)	
Asian or Asian British			Black or black British		
5	Indian		14	African	
6	Pakistani		15	Caribbean	
7	Bangladeshi		16	Other black background (please specify)	
8	Chinese		Other ethnic groups		
9	Other Asian ethnic groups (please specify)		17	Other ethnic groups (please specify)	

Disability		
<i>The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'</i>		
Do you consider yourself to have a disability?	YES	NO

The information you have provided will be stored either on paper records or electronically in accordance with the Data Protection Act 1998 and will be used solely to monitor the effectiveness of the Bridge Church's (United Reformed Church) Equalities Policy relating to recruitment and employment.

By completing this form you give your consent to the Bridge Church processing the data supplied in this form for the purposes described above.

**Except as is legally permissible where it is determined that there is an occupational requirement that the post be filled by a Christian. If this is the case it will be stated on all recruitment materia*

***Categories are those recommended by the Office for National Statistics.*



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SECTION C

References

Please give details of two individuals, not related to you, who will provide employment references. **One of these must be your present or most recent employer or client if you are undertaking consultancy work.** The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Name

Name

Position

Position

Address

Address

Telephone

Telephone

E-mail

E-mail

How is the referee known to you?

How is the referee known to you?

Please indicate here if you are happy for your referees to be contacted prior to the interview.

YES

NO



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SECTION D

Declaration

Declaration

1. I acknowledge that an appointment, if offered, will be subject to satisfactory references and a satisfactory enhanced DBS check.
2. I confirm that the information given on this form is correct to the best of my knowledge and belief. I understand that any false information given may disqualify me from taking up employment or result in the termination of my employment.

Signed

Date

Name (please print)



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SECTION E

Application

1. Education

List all qualifications achieved e.g. GCSEs, A Levels, NVQs, Degrees/Diplomas/Professional Qualifications etc. starting with your present or most recent first.

From – To Month/Year		School/College	Examinations taken	Results (expected/awarded)

2. Employment/Appointment 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 Year/Month	Reason for Leaving

Identify and summarise your achievements in any role that relate to the position you are applying for.

3. Other Training/Professional membership

List any courses/professional membership you have undertaken, including dates and duration, which did not lead to a qualification and which are relevant to the advertised role.

Sections 4 to 9 require you to link your answers to the Job Description and specifically to the Person Specification. It is important that you explain and give examples of how you meet the numbered Essential bullet points. It is helpful to those assessing your application if you refer to the bullet point number in your responses. Indicate where you also meet some of the Desirable criteria. Please complete on additional paper should you need to expand your answer to any of these sections.

4. EXPERIENCE

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the experience to undertake this role.

5. LEADERSHIP

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the leadership skills to undertake this role

6. KNOWLEDGE/SKILLS

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the knowledge/skills to undertake this role

7. COMMUNICATIONS

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the communication skills to undertake this role

8. CHARACTER

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the character to undertake this role

9. OTHER REQUIREMENTS

Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; and comment on your ability and willingness to meet these requirements.

10. Please add anything you consider to be relevant to support your application for this role.