

## Application form for a Voluntary Appointment at Coventry Methodist Central Hall

**CONFIDENTIAL**

To be completed by the employing body prior to issue:

<b>POST:</b>	Voluntary Personal Assistant to the Minister
<b>METHODIST CHURCH/CIRCUIT:</b>	Methodist Central Hall, Coventry & Nuneaton Circuit
<b>CIRCUIT NO.</b>	05/10
<b>DISTRICT:</b>	Birmingham
<b>PLEASE RETURN THE COMPLETED APPLICATION FORM TO:</b>	<p>Rev Stephen Willey                      Coventry Central Hall                      Warwick Lane                      Coventry                      CV1 2HA</p> <p>E-mail: <a href="mailto:stephen.willey@centralhall.info">stephen.willey@centralhall.info</a></p> <p>Telephone: 07599 011344</p>
<b>CLOSING DATE:</b>	13 May 2022 at 17.00

Please complete this application in black ink or black type

1. PERSONAL DETAILS	
This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with * must be completed.	
<b>Post applied for:</b>	Voluntary Personal Assistant to the Minister
<b>Reference No:</b>	N/A
<b>Where did you hear about the post</b>	
<b>Title:</b>	
<b>Surname:</b> (Block letters)	
<b>First names:</b>	
<b>Address:</b> (Block letters)	
<b>Post Code:</b>	
<b>Telephone number:</b>	Home: <input type="text"/>
	Daytime: <input type="text"/>
	Mobile: <input type="text"/>
<b>E-mail address:</b>	<input type="text"/>
<p><b>WORK PERMIT*</b> : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate.</p> <p>Are you a UK or EU/EEA Citizen? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not, it is possible that you may not be eligible to work in the UK without a work permit.</p> <p>Please indicate if you will require a work permit. (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If <b>“No”</b> please indicate the basis on which you are eligible to work in the UK.</p>	

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 our privacy policy which can be found at <https://www.methodist.org.uk/privacy-and-cookie-policy/>*

*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 privacy policy which can be found at <https://www.methodist.org.uk/privacy-and-cookie-policy/>*

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

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## APPLICATION FORM

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	Voluntary Personal Assistant to the Minister
<b>METHODIST CHURCH/CIRCUIT</b>	Methodist Central Hall, Coventry & Nuneaton Circuit
<b>CIRCUIT NO.</b>	15/10
<b>DISTRICT</b>	Birmingham
<b>CLOSING DATE</b>	13 May at 17.00 Hrs

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.

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

**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 but not the current minister at Coventry Methodist Central Hall.

**1.**

Name:

Position:

Organisation  
Name and Address:

Email:

Telephone:

**2.**

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:

*Last Date Modified:* April 2022