# Safer Recruitment Application Form

To apply for any role with ChaplaincyPlus complete all relevant sections of this form as fully as possible and email to recruitment@chaplaincyplus.org.uk. If there is insufficient room to answer any question, continue on a separate sheet. The information you give will be kept confidential by ChaplaincyPlus, unless requested by an appropriate authority.

If applying for a **voluntary role**, please complete **Section A and Section C**.

If applying for a **staff or trustee role**, please complete **Section A, Section B and Section C**.

A copy of our Privacy notice which explains how we process your data can be viewed at <https://chaplaincyplus.org.uk/privacy/>.

**SECTION A (for all applicants)**

|  |  |
| --- | --- |
| Role applied for: |  |
| Your full name: |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Date of birth: |  |
| Email: |  |
| Phone number(s): |  |
| Address: | Post code: |
| How did you hear about the role? |  |
| Current employment | Area of work:Job title:Employer’s name & address: |

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| Please let us know if you have any accessibility requirements and we will make any reasonable adjustments to help you with the interview process: |

**WHY CHAPLAINCYPLUS?**

In your own words, tell us why you are applying for a role with ChaplaincyPlus.

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Briefly outline your journey of faith.

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**SUPPORTING INFORMATION**

Please use this space to inform us of your skills, experience, knowledge, attributes and motivations. You should make reference to the role description and person specification when completing this section.

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**REFERENCES**

If the role you are applying for has a Genuine Occupational Requirement (GOR) for the post-holder to be an active and practicing Christian, one reference must be from a current (or most recent) church leader (or equivalent) who has known you for at least 2 years. If you are applying for a paid position at ChaplaincyPlus, one referee must be the name of a current or most recent employer (or equivalent). Please name a manager or personnel officer, not a colleague.

ChaplaincyPlus reserves the right to make any character enquiries considered necessary as part of the application process, for example from a previous place of worship, employer, or other professional (e.g. teacher/ youth worker).

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| --- | --- |
| Referee 1 | Referee 2 |
| Name:Email:Phone number:Relationship to you: | Name:Email:Phone number:Relationship to you: |

**SECTION B (for staff and trustee roles only)**

**If you are not applying for a staff or trustee role, please go to SECTION C.**

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| Are you related or have any connection with any current ChaplaincyPlus staff or trustees? | No [ ] Yes\* [ ] \*If yes, please provide details: |
| Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment? | No [ ] Yes\* [ ]\*If yes, please provide details: |
| Do you have the right to work in the UK? | No [ ] Yes [ ] |
| Do you need a work permit to work in the UK? | No [ ] Yes\* [ ]\*If yes, please provide details: |

**WORK HISTORY**

Please tell us about your past and current employment / voluntary work in the table below (most recent first), including employment gaps, covering the last five years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer name and address** | **Dates from and to** | **Role/ title** | **Brief description of duties & responsibilities** | **Reason for leaving** |
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**EDUCATION & TRAINING**

Please tell us about your formal education history and any relevant training you have received in the table below (most recent first).

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| --- | --- | --- | --- |
| **Name of education/ training provider** | **Dates from and to** | **Course or qualification title** | **Result/ level achieved** |
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**SECTION C: DECLARATION (for all applicants)**

* I confirm that I have completed all sections of this application form relevant to the role I am applying for.

**Volunteer roles:** Section A and Section C

**Staff/ Trustee roles:** Section A, Section B and Section C

* I confirm that I have completed and returned a Self-Declaration form, separate to this application form, to the ChaplaincyPlus Safeguarding team.
* I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any way, ChaplaincyPlus reserves the right to terminate my involvement in the recruitment process or my employment should I later be successful.

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| Signed: |
| Print name: |
| Date: |