

Application Form

Musical Director, Christ Church Epsom Common

- Please complete this form electronically, (paper copies are acceptable).
- Please complete all sections. Use additional sheets if necessary. You are welcome to include a CV.
- Please do not leave chronological gaps without explanation in line with safeguarding requirements.
- All information will be treated confidentially and in accordance with data protection guidelines.
- Please return this form to: christchurch.parishoffice@btinternet.com or to our postal address:

Revd. Rosemary Donovan, Musical Director Application,
Christ Church Parish Office, Christchurch Road, Epsom KT19 8NE.

Surname	
First Name(s):	
Address:	
Telephone No:	
Mobile No:	
Email address:	
National Insurance No:	

References: please include your current or most recent employer, and preferably your Vicar or faith leader. These should not be close personal friends or relatives. We will only approach referees if you are shortlisted, and with your prior consent.

<u>Referee 1</u>	<u>Referee 2</u>
Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship:	Relationship:
Period known:	Period known:

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. [However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.]

Are you willing for Christ Church to undertake a DBS check at an enhanced plus level in respect of your application for this role? **Yes / No**

Have you ever been convicted of a criminal offence? **Yes / No**

Do you have any criminal charges or summonses pending against you? **Yes / No**

Having a criminal record will not necessarily bar you from working with us.

To comply with the Equality Act 2010, please specify any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish us to take into account when considering your application

What is your notice period with your current employer?

1. **Employment history:** please include name of employer, post held, length of service, specific achievements, salary and reason for leaving. Please start with your present employment. Do use an additional sheet of paper if needed.

Post (job title & employer)	Dates (from - to)	Details of role	Final Salary	Reason for Leaving

2. Education: please include qualifications and dates (post primary):

Name of Educational Establishment	Dates (from – to)	Qualifications Gained

3. Vocational courses taken and qualifications gained:

4. Professional Bodies or groups you belong to:

5. Do you drive a car and possess a full driving licence?

6. Do you have particular skills or hobbies that may prove useful to the post, e.g. singing, musical instrument, drama etc..

7. In support of your application, please explain why you consider yourself suited to this position, outlining what you would contribute to the post if appointed, by reference to the job description. (You may continue on separate sheets.)

Declaration I declare that all the information I have provided with this application is true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty.

Signature:

Date: