

## **GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

Thank you for your interest in applying for a job with St Matthew's Church.

The purpose of these notes is to provide you with some guidance on completing the application form.

The person specification enclosed with the details of the post lists the criteria against which the suitability of each candidate for the post will be assessed. The person appointed will be the one who most closely meets the criteria.

### **GENERAL POINTS**

- 1 Please complete the application form either **typed** or in **black** pen so that it can be photocopied.
- 2 If you do not have enough space on the form at any point you may continue on a separate sheet of paper.

### **Email Address**

Please be advised that if you have provided an e-mail address on your application we will send further communication regarding selection for interview via this method. Please be sure to check this account regularly. If you have not provided an e-mail address any communication will be via first class post.

### **References**

Please provide us with the names and addresses of **two referees**, both of whom must be familiar with your work performance. One of these must be your present or most recent employer.

### **Employment Details**

Please include a brief summary of your main duties and responsibilities. Where you have a break in your employment history, please give details about the date and what you were doing at this time, e.g. travelling, bringing up a family, studying, unemployed.

### **Education and Training**

Please give us as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or your social life.

### **Other information in support of your application**

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) that you believe will demonstrate how you meet the criteria contained in the person specification.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You need to provide evidence by describing or explaining the things you have done or achieved that demonstrate you can meet the criteria rather than just saying that you can.

### **Convictions and Disclosures**

St Matthew's Church is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is eligible for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for which you be required to apply if successful.

Please complete the Confidential Self-Declaration form and either return it with your application in a separate sealed envelope, or, if invited to interview, bring it with you to the interview. Only

### **Proof of Right to Work**

If you are invited for interview you will need to bring documents to prove your right to work in the UK. Further information will be sent to you with your interview details.

### **NOTES:**

- a) Please DO NOT submit a CV instead of completing this form;
- b) Please DO NOT enclose additional material with this form (e.g. printed matter) other than additional pages when you run out of space on the form.

### **APPLICATION FORM**

An application form should be completed for every post.

**Please return the application as follows by the specified deadline.**

**By email: [chrisdgsmith@blueyonder.co.uk](mailto:chrisdgsmith@blueyonder.co.uk)**

**If you are unable to submit the application by e mail, please contact Chris Smith (tel: 07981 249017) to discuss alternative arrangements.**