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**Application Form**

**for**

**Christian Schools Work Hastings**

**- Schools Worker -**

**Christian Schools Workers Hastings (CSWH) is an organisation that is**

**committed to safeguarding**

**and**

**promoting the welfare of children and vulnerable adults and expects all CSWH staff and volunteers to adhere to this commitment.**

*As this form may need to be photocopied, please use black ink.*

*The document has been produced using Microsoft Word, so boxes for answers should expand to accommodate responses.*

*However, if further space is required for your response to any question*

*please attach further sheets.*

**Please return to:**

[**teampositions@cswh.co.uk**](mailto:teampositions@cswh.co.uk)

Closing date for applications is **midday on Friday 18th June 2021.**

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| Please tell us how you heard of this vacancy. |
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| **Personal Details** | |
| Name |  |
| Usual forename |  |
| Other names |  |
| Address including postcode |  |
| \*If you would prefer to be contacted by an address other than the one above, please provide an alternative here. |  |
| Email |  |
| Mobile number |  |
| Other contact number |  |

*\*Please note: it would be our intention to communicate with you via email and text message.*

*However, if there is necessity to use a mailing address, please insert your preferred one above.*

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| **Health** | |
| Estimate the number of days, and provide the reasons, for any sickness absence in the last twelve months. |  |
| **Disability** | |
| Do you consider you have a disability which is relevant to your application ? | Yes ☐ No ☐ |
| If you have answered ‘Yes’ - is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: e.g interpreter, parking facilities, or any other form of assistance? (Please specify). | |
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| **Employment** | | | | |
| Present employer.  (Please leave blank if not in current employment.) | | | | |
| Position held | Date employed | | | Approximate salary |
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| Previous employment (starting with the most recent) | | | | |
| Employer | Dates employed. | Job title | Summary of duties  and reason for leaving | |
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| **Employment Reference** | |
| Please provide the details of the most suitable person to contact to obtain an employment reference, if you are currently employed. If you have a reason why your employer should not be contacted, please provide that reason. Should you be currently in education or training, please provide details of the person we can contact in the organisation. | |
| Name |  |
| Position |  |
| Address |  |
| Email address  (Please print) |  |
| Contact telephone number |  |

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| **Education** | | |
| Please list, with dates, secondary school(s), college(s), university(ies) attended,  together with any qualifications obtained. | | |
| Name of education establishment. | Dates | Any qualification, award etc. achieved |
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| **Training** | | |
| Please list, with dates, any relevant training attended, together with any certifications, awards etc. that were obtained. | | |
| Name of education establishment. | Dates | Any qualification, award etc. achieved |
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| **Experience of schools’ and young people’s work.** |
| Please describe any involvement you may have had, Christian or otherwise,  with schools, educational settings, Christian organisations  and/or working with young people. |
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| **Christian Experience** |
| How and when did you become a Christian? |
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| Please state present church and its location | Denomination | Membership length |
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| What position(s), or other notable involvement, have you had with your current  or a previous church ? |
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| What gifts do you believe God has given you,  and how have you been able to exercise them? |
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| **Church Support** | |
| Do you believe that your church would support your application? | Yes ☐ No ☐ |

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| **Further information in support of your application** |
| Please look at the person specification for the Schools Worker post and then state below what you consider you could offer toward these attributes and preferences. |
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| **Working hours and conditions** |
| The Schools Worker position is for 30 hours a week. The majority of the work will normally be carried out between Monday and Thursday, term-time, during the academy/school day. Some clubs take place after the end of the academy/school day. Currently, there is a regular Monday evening commitment to running a youth group. However, there are some occasions when some early morning/evening and weekend work may be necessary. This would certainly be the case of leading a residential. Two per year have been run in the past (not in pandemic times) – one for primary age (October, although this may alter to Easter holidays), and one for teenagers (August). Our policy is to give time off in lieu for hours worked outside of ‘normal’ hours that are agreed with the line manager. Please use this space to outline your availability and to what extent you can offer flexibility. |
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*Applicants should be aware that the nature of the duties involved with the work can sometimes be strenuous, involve high levels of activity and sometimes heavy lifting.*

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| **Transport** | |
| Do you have access to a car you could use for the work ? | Yes ☐ No ☐ |
| Do you hold a full current driving license? | Yes ☐ No ☐ |
| If you have answered NO to either of the above mobility questions and you consider yourself to have a disability which is relevant to your job application, can you demonstrate that you can fulfil the requirement of the post to move from venue to venue? |  |

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| **Working in the UK** | |
| Do you need a work permit to work in the UK? | Yes ☐ No ☐ |

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| **Start Date** | |
| If appointed, are you able to start on the 16th August 2021? | Yes ☐ No ☐ |

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| **Safeguarding of children and young people** | |
| Have you ever been convicted or cautioned with respect to a criminal offence? | Yes ☐ No ☐ |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. This position involves substantial access to children and young people and the post will be subject to an enhanced disclosure from the Disclosure and Barring Service. | |
| If your answer above question is ‘yes’, please give full details. | |

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| **Referees** | |
| Please give details of two people, apart from your present employer, who will be willing to act as your referees. We would prefer referees who have known you for the last two years.  One should be your present minister, or church leader, if possible. | |
| Name of referee | Contact details.  (Email if possible, plus at least one other method.) |
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| Signed | Date |

Page for any additional information.