



# Bishop Auckland Parish

## St Andrew's + St Anne's

### Employment Application Form

**Important:** This form must be completed in full. A curriculum vitae will not be accepted. You may attach additional sheets of paper should you need to do so.

The **deadline** for applications to be submitted is **23:59pm on 27<sup>th</sup> January 2026**.

Please type or use black ink.

**Position applied for:**

Surname		First Name(s)	
Title (Mr, Mrs, Dr etc)		Date of Birth	
Address		Tel No	Home
			Mobile
			Work
Postcode		Email	

#### Part A: Current Employment

##### Present employment (most recent if unemployed)

Employer's name, address and nature of business	Job title
	F/T or P/T & Salary
	Date started
	Date left
	Notice required

Please provide a brief description of your duties and your achievements relevant to the post you are applying for. Please give your reason for leaving if no longer employed.

**Part B: Previous employment history**

<b>From/To Month/Year</b>	<b>Name and address of employer and nature of business</b>	<b>Position held, brief description of responsibilities and achievements</b>	<b>Reason for leaving</b>

Start with the most recent. Please explain any breaks in employment and give details of volunteer roles held.

**Part C: Education, training and professional qualifications/membership**

Please list all education and qualifications gained from Secondary school, college, university or equivalent	Qualifications	Grade
<b>Training and Development – list relevant training and development undertaken</b>		
Place of study	Qualification	Grade
<b>Current membership of professional bodies and professional qualifications</b>		
Name of professional body/qualification	Class/Grade of membership	Method of study

**Part D: Information in support of your application**

Please use this section to explain your reasons for applying for this position and to describe how you meet the requirements of the Role Description and Person Specification. Examples can be taken from your employment, volunteering, community, and extra-curricular activities.

**Part E: Additional Information**

Please use this section to provide any further information that you feel is relevant to your application for this role.

<b>Are you currently eligible for employment in the UK?</b>	Yes	No
Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card, birth certificate, passport or travel documentation showing an authorisation to reside and work in the UK:		
<b>Are you a practicing Christian?</b>	Yes	No
This post requires the postholder to be an active member of either the Church of England or of a Christian church. Please describe how you fulfil this criteria:		
<b>Availability for interview</b> Please state your availability to attend interview in Bishop Auckland:		
<b>Do you hold a valid current licence to drive a car in the UK?</b>	Yes	No
<b>Do you have access to a motor vehicle during working hours?</b>	Yes	No

**Part F: Monitoring, references and disclosure of conviction(s)**

This section of your application will be detached from parts A-E. The information in Part F will be used solely in the processing of your application. **It will not be provided to the shortlisting panel or to the interviewing panel.**

<p><b>Source of application</b> How did you hear about this vacancy?</p>
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**Monitoring**

We support equality of opportunity in employment. You are invited to complete this section to enable us to undertake monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.

Please tick (✓) all that apply

<b>Gender</b>	Female		Male		
<b>Age Group</b>	16-25	26-35	36-45	46-65	65+
<b>Nationality</b>	(please state your nationality)				
<b>Ethnicity</b>					
<b>White</b>	<b>Black</b>	<b>Mixed</b>	<b>Asian</b>	<b>Chinese/Other</b>	
British	African	White/Asian	Asian British	Chinese	
Irish	Black Irish	White/Black African	Bangladeshi	Any Other	
Other	Caribbean	White/Black Caribbean	Indian		
	Other	Other	Pakistani		
			Asian Other		
<b>Disability</b>					
Following implementation of the Disability Discrimination Act 1995, employers are committed to providing people with an opportunity to compete fairly for jobs. The Disability Discrimination Act 1995 states that ‘a person has a disability for the purpose of this Act if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.					
Do you consider that you meet this definition?			Yes	No	
If ‘yes’, please provide details.					
Please outline any reasonable adjustments you may need if invited to attend an interview.					
<b>Marital Status</b>					
Single		Married			
Separated		Divorced			
Widowed		Undeclared			
Civil Partnership					

## References

All appointments will include consideration of two satisfactory references. Please provide the names and addresses of two people who know you well and who will be able to comment on your suitability for the post you are applying for. In the event that you are shortlisted for this position, we will contact your referees prior to interviews unless you indicate otherwise. Please inform your referees prior to submitting your application. We may wish to contact additional employers identified on your application form but will only do so with your permission.

<b>Referee Number 1: Current/Most recent employer</b>		
Name		
Job Title		
Phone		
Email		
Address including postcode		
How do you know this person?		
May we contact prior to interview?	Yes	No

<b>Referee Number 2: Employer, tutor, priest or similar</b>		
Name		
Job Title		
Phone		
Email		
Address including postcode		
How do you know this person?		
May we contact prior to interview?	Yes	No

**Disclosure of conviction(s)**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are spent by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes	No
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If yes, please give details of date(s), conviction(s), caution(s), reprimand(s) or final warnings(s) and sentence(s) passed.

**Declaration**

To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the General Data Protection Regulations (GDPR), involved in the consideration of this application. Anonymised data may be used to inform recruitment and selection activities, including monitoring. If your application is not successful, this information will be retained for 12 months and will then be anonymised and used for statistical purposes only. If your application is successful, your information will be retained as part of your employee file.

Signed: .....

Date: .....

PRINT NAME: .....

**Please return the completed form by the closing date to:  
Reverend Matt Keddily, St Anne's Church, Market Place, Bishop Auckland, DL14 7NP**

Or email as an attachment to: [matt@baparish.church](mailto:matt@baparish.church)