ST ANDREW THE GREAT
www.stag.org

Application form for Employment at St Andrew the Great

The job description for each post (available at www.stag.org/vacancies) includes information about the role and person specification, the selection process for the post and any DBS check requirements. Reference documents including the church's safeguarding statement and our policies related to safeguarding and recruitment can be found at www.stag.org/safeguarding. Please contact the church office (church.office@stag.org) if you have any further queries or need help to access any of these documents.

1. Personal details

Full name	
Former name/s (if applicable):	
Current address:	
Date moved to this address:	
Phone number:	
Email address:	

Do you have the right to work in the UK?	Yes ☐ No ☐
Position being applied for:	
How did you hear about this vacancy?	

2. Education/employment history

Present/most recent employment (or voluntary work position)

Name of present/most recent employer	
Address of present/most recent employer	
Job title	
Brief description of responsibilities	
Start date	
End date	
Reason for leaving	
Does/did this role involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

3. *Please provide a **full chronological history** since leaving school; including all education, employment or voluntary work positions. Please use the notes to explain any gaps in this history.*

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	
Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	

Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	
Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	
Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	
Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	
Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Name of employer / educational institute	
Job title / course title	
Start date	
End date	
Reason for leaving	
Did this role/course involve any work with children, young people or vulnerable adults?	Yes ☐ No ☐
Notes	

Please use a blank page/document if you require further space, including the information requested above for each position held.

4. Education and qualifications

Please list all relevant qualifications (particularly those mentioned in the recruitment pack) and any relevant training. If your application is shortlisted, you will be required to show evidence of these qualifications at interview.

Subject/s and level of qualification	*Awarding institution*	*Date gained (year)*	*Grade (if applicable)*

Please use a blank page/document if you require further space, including the information requested above for each position held.

5. Do your qualifications include all those marked essential on the job description?

☐ Yes

☐ No

Christian experience

If you need further space for any of the questions below, please continue on a blank page/document, stating the question number.

6. Personal Testimony: Please give a brief history of your personal Christian experience.

7. ***Pastoral Roles only:*** Statement of Theological Position: Please outline in a few paragraphs a summary of what you believe.

8. What roles have you had in churches previously (paid/unpaid)? *(There is no need to repeat any you have listed within the employment/voluntary work section above)*

What experience (if any) have you had in other Christian organisations?

9. Which church do you belong in currently?

This position

10. Suitability for this role: Please explain why you would like to apply for this role and in what ways you consider yourself suitable for it.

11. Aims in ministry: If not already included above, please share a little of your understanding of Christian ministry, and how (if appropriate) you see this role fitting into future plans.

12. If the position you wish to apply for involves working with children, young people or vulnerable adults: As appropriate to the role you wish to apply for, what experience have you had of working or volunteering with children, youth and/or vulnerable adults?

Anything else/ Additional documents

13. Please use this space if there's anything else you'd like to include at this stage. If you wish, you may also attach any other relevant documents which you feel would aid your application.

References

Please give the details of two people who are willing to act as your referees. If you are employed, one referee should be your current employer. The other should be a mature Christian who has known you for at least two years. *Please note that any church staff involved in the recruitment process cannot act as one of these two referees.*

Current (or most recent) employer

Full name:	
Address (not essential):	
Email address:	
Telephone number:	
Relationship to you:	

Personal reference

Full name:	
Address (not essential):	
Email address:	
Telephone number:	
Capacity in which they know you:	

If your personal referee is not in a position of leadership within your current church, please also provide details of a person who is. (This does not have to be the vicar.)

Current church leader (if different from above)

Full name:	
Address (not essential):	
Email address:	
Telephone number:	
Role within the church:	

Declaration

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that if any of the information I have given is found to be false or misleading, the Parochial Church Council (PCC) can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I understand that this post may be subject to DBS check and completion of a separate Church of England Confidential Declaration form (as detailed in the job description) and that the person appointed will need to sign the St Andrew the Great Leaders' Agreement and Statement of Faith. I understand that an Occupational Requirement exists for the role-holder/worker to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.

I understand that St Andrew the Great takes the safety of everyone within the church very seriously and expects all employees, voluntary workers and volunteers to work within the church safeguarding policy (see www.stag.org/safeguarding) and complete the necessary safeguarding training.

I understand that my data will be processed in accordance with the privacy notice found on the St Andrew the Great website in relation to my job application and future employment.

I confirm that I have read and agree to the above declaration. Yes ☐ No ☐
Signature
Date:

Please return this application form to:

Church Office, St Andrew the Great, St Andrew's Street, Cambridge CB2 3AX or by email: church.office@stag.org.

Please see www.stag.org/vacancies for details of application deadlines. If no appointment is made after the initial round of interviews (following the closing date), we will continue to advertise the post on our website. In this case, any subsequent applications will be considered at the point they are received, and candidates interviewed until we fill the post.