



# Children, Youth & Families Worker

## Application Form

Please complete this application form in type  
and return it to the email address below.

All correspondence should be marked  
**“Private & Confidential”**.

Return to:

[vicar@stjohnsyeadon.org](mailto:vicar@stjohnsyeadon.org)

or

Rev. Richard Walker  
St John's Vicarage  
Barcroft Grove  
Yeadon  
Leeds  
West Yorkshire  
LS19 7XZ

## Part A: Personal Information

Position applied for (*block capitals*):

Family Name (*block capitals*):

Title:

Other Names (*block capitals*):

Preferred Name:

Address (*block capitals*):

Telephone numbers:

Home:

Mobile:

Email:

Post Code:

May we telephone you on your mobile?

Yes  No

If yes, what time(s) would be most convenient?

National Insurance No:

.....

Are you, to your knowledge, related to any member of St John's Church, Yeadon or anyone likely to be involved in the recruitment process for the post for which you are applying?

If yes, please state the person(s) and relationship(s).

Applicants for all posts are required to have sympathy with the ethos of the Church of England. A limited number of posts which we advertise require candidates to have particular religious affiliation, as a genuine occupational requirement of the role.

If the person specification for the post for which you are applying requires candidates to have a particular religious affiliation, please indicate how you meet this criteria:

## Part B: Education and Training

(a) Education. (Please include in this section all relevant qualifications and exam results).

Institutions	From	To	Details of subjects and examination results

(b) Continual Professional Development

Course title and subject	Duration	Certificate/Qualification/Date Awarded <i>(as appropriate)</i>

(c) Membership of Professional Organisations

Please give details of membership of any professional body, including the name of the awarding institute, class of membership (Associate, Fellow etc), your membership number and date awarded.

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## Part C: Employment History

With your **current/most recent** appointment first please give details of all substantive employment (paid and voluntary) that you have undertaken in the course of your career.

Name of Employer:	Position held:
Address of Employer:	Start date:
	End date:
	Reason for leaving: <i>(if appropriate)</i>

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Name of Employer:  Address of Employer:	Position held:  Start date:  End date:  Reason for leaving: <i>(if appropriate)</i>
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*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

Please also give details of any gaps in employment:          
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**Part D: Information in Support of your Application**

Describe your current/most recent appointment in terms of its responsibilities and relationships:  
*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

What period of notice would you be required to give to your present employer? .....

Leisure/recreational interests and/or hobbies

Please give your reasons for applying for this post and, using the person specification as a guide, detail your suitability for the post.

*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

## Part E: References

Please give full details, including the correct style of address, of people who have agreed to supply references. If you are, or have been employed, the reference should be from the line manager of your most recent employers. If you have not been in recent employment please supply details of referees from previous employers or academic institutions. Please note that personal references will not normally be accepted, except where such an individual is able to give a professional judgement on your suitability for the post for which you are applying. Should this requirement cause you difficulties please contact the vicar, Rev. Richard Walker, to discuss it.

<b>Current Employer *</b>	
Name:	
Job Title:	
Address:	
Email:	Telephone No:
May we contact your current employer prior to interview?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>(*If an applicant gives a reason acceptable to the Selection Panel, an employment reference may be taken from a previous rather than a current employer).</i>	

<b>Previous Employer Reference</b>	
Name:	
Job Title:	
Address:	
Email:	Telephone No:

*Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purpose of this policy, includes all employees) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP and National Front.*

Please confirm that you understand and are able to comply with this:       Yes       No

Are you a British subject or a national of any EU country? Yes  No

If not, do you have the right to work in the UK and hold a current work permit?

Yes  No

If so, please state the expiry date of your right to work in the UK and/or your work

**NB** All candidates must note that no offer of a job/post will be made until:

- Satisfactory completion of legal checks.
- Receipt of an Enhanced Disclosure & Barring Service Check if this is required for the post.  
[A criminal record will not necessarily bar an application from employment with the DBF. It will depend on the nature of the post and the circumstances of the offence, however posts entailing work with children or young people fall outside the Offenders Rehabilitation Act 1974];
- Immigration checks have been made;
- Receipt of references;
- Approval from the Bishop of Leeds where his licence is required for part of the duties.

#### General Data Protection Regulation

Applicants are advised that any information contained in, or derived from, their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration. Information contained in, or derived from, unsuccessful applications and/or the interview process may be retained for a maximum 6 months. For details of St John's Church's data privacy policy, please see: [www.stjohnsyeadon.org/data-privacy-notice](http://www.stjohnsyeadon.org/data-privacy-notice)

I hereby consent to the continued processing of all such sensitive data as outlined above.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that deliberately falsifying or withholding information in this form or any documentation relating to my future appointment may result in non-appointment or, if employed, dismissal.

**Signed:**

**Print Name:**

**Date:**

## Part F: Additional Information - Strictly Confidential

Information provided in this section will be detached from your application and used only by personnel administering this vacancy.

Position applied for:

Family name (*block capitals*):

Title:

Preferred name:

### The Equality Act 2010

St John's Church, Yeadon seeks as far as possible to be an equal opportunities employer. The aim of its employment policy is to ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly.

*Do you feel you have a disability that may impact on a function intrinsic to the post for which you are applying and for which we may need to make reasonable adjustments?*

Yes

No

If so, please give brief details of any adjustments which you think would need to be made to enable you to carry out the duties listed for this post.

*Are there any arrangements you would like us to make to accommodate your needs if called for interview?*

**Asylum and Immigration Act 1996**

Under the provisions of Section 8 of the Asylum and Immigration Act 1996 it is necessary to ensure that all employees have the right to work in the UK. If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit.

Would you require a work permit to take up this role?                      Yes                       No                     

If you already have a work permit on what date does it expire? .....  
*(please note that your current work permit may not be valid for this post)*

**Rehabilitation of Offenders Act**

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. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Have you been convicted of a criminal offence that is **not** spent?                      Yes                                            No                     

If yes, please give details of date(s), offence(s) and sentence(s) passed:

.....  
.....

*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

**NB For legal and accounting professions** and those positions involving regular work with **children or vulnerable adults** you are required to disclose **all** convictions, including those that **are** spent by virtue of the Rehabilitation of Offenders Act 1974.

**If** you are applying for such a post, please answer the following questions:

Have you been convicted of a spent criminal offence?                      Yes                                            No                     

If yes, please give details of date(s), offence(s) and sentence(s) passed:

.....  
.....

*(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).*

Signed: .....                      Date: .....

## Recruitment Monitoring Form

St John's Church, Yeadon supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. Our aim is to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective and job related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe and effective performance of the job. To assist with this aim and to comply with legislation, we would ask that you please complete and return this form. The information provided will be used solely for monitoring purposes and will not be available to those involved in the selection process.

Application for the office of:

### 1) What is your ethnic group?

#### A White

British

Irish

Scottish

Welsh

English

Any other white *background*  
(please give details)

#### B Mixed Heritage

White and black Caribbean

White and Asian

White and black African

Any other mixed background  
(please give details)

#### C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details)

#### D Black or Black British

Caribbean

African

Any other Black background  
(please give details)

**E Chinese or other ethnic group**

Chinese

Vietnamese

**F Any other ethnic group**  
*(please give details)*

**2) Gender**

Male

Prefer not to say

Female

**3) Age Group**

18 or under

51 - 65

19 - 30

Over 65

31 - 50

Prefer not to say

51 - 65

**4) Faith/Religion/Belief**

Please mark the relevant box that best describes your current status.

Christian

Jewish

Buddhist

Muslim

Hindu

Sikh

None

Prefer not to say

Other - please specify: