**APPLICATION FOR EMPLOYMENT**

Please return to [esther-jane.baxter@htcambridge.org.uk](mailto:esther-jane.baxter@htcambridge.org.uk)

(Please use a separate sheet of paper if insufficient space for any of your answers.)



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| 1. **PERSONAL DETAILS** | | | |
| **Title:** | **Surname:** | | **Forename(s):** |
| **Address:** | | | **Mobile Phone:** |
| **Home Phone:** |
| **Work Phone:**  **May we contact you at work? YES / NO** |
| **Email:** | | | **National Insurance Number:** |
| **Nationality:** | | | If you are not a British passport holder or you do not have the permanent right to remain in the UK, you will require a work permit. |
| **Do you require a work permit for employment in the UK?** | | **Yes**  **☐**  **No ☐** | **If you already have a work permit, when does it expire?**  *(Please note that your current work permit may not be valid for this post.)* |
| **Have you lived outside the UK for more than a total of twelve months in the last ten years? YES / NO**  **If Yes, please explain:** | | | |
| **Post you are applying for:** | | | |

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| 1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS** | | | | | |
| **University / Secondary School(s)** | **Date from** | **Date to** | **Examinations Taken**  (E.g. BA English, A-Level) | **Date** | **Results** |
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| 1. **Present / Most recent post** | | |
| **Name and address of employer:** | **Position Held:** | **Dates of Employment:** |
| **Please outline your responsibilities:** | | |
| **Reason for leaving or wishing to leave:** | | |

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| 1. **Previous Employment** | | |
| **Name and address of employer:** | **Position Held:** | **Dates of Employment:** |
| **Please outline your responsibilities:** | | |
| **Reason for leaving:** | | |
| **Name and address of employer:** | **Position Held:** | **Dates of Employment:** |
| **Please outline your responsibilities:** | | |
| **Reason for leaving:** | | |

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| 1. **Questions** |
| 1. **Please tell us about your spiritual journey to date, mentioning people, books, and events that have played a significant part.** |
| 1. **Please describe your spiritual life today. In particular, what role do spiritual gifts play in your life?**   **c)** **Please describe how you fulfil the requirements for this position and what you would bring to it. Please mention any relevant previous experience you have leading worship or otherwise.** |
| 1. **What does “worship” mean to you?** 2. **Please tell us about your musical skills.** |
| 1. **Are there specific areas of ministry mentioned in the job description that you feel particularly drawn to? Which ones and why? What would you be most hoping for in working for Holy Trinity?** 2. **How would a close friend describe you, and how would a friendly critic?** |
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| 1. **Leading Worship**   Please could you include a video of yourself leading worship (playing and singing). This ideally would be you with a band (perhaps if you have led during a church service, please send a link with timecode of when you’re leading), or if not possible a video of you leading a song solo. |

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| 1. **Other Information** | | | |
| **Do you hold a current driving license?**  ***This is not a requirement of the role*** | Yes **☐** No  **☐** | **Do you own a car?** | Yes **☐** No  **☐** |
| **Do you consider yourself to be disabled under the Equality Act 2010?** | | | Yes **☐** No  **☐** |
| **If invited for interview do you require any assistance/adaptations to help you attend?** | | | Yes **☐** No  **☐** |
| **If yes, what assistance/adaptations do you require?** | | | |
| **REHABILITATION OF OFFENDERS ACT 1974** | | | |
| **Do you have any criminal convictions?** | | | Yes **☐** No  **☐** |
| **If Yes, please give details on a separate sheet. As the job you are applying for involves working with vulnerable adults and children, all cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.** | | | |

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| 1. **References** | | |
| *Please give the names and addresses of three people who are willing to provide a reference. One must be a Church leader (not a member of the HT staff team), one from a previous employer, and one from a friend.* | | |
| **Referee 1** | **Referee 2** | **Referee 3** |
| **Title (Dr, Mrs etc.) :** | **Title:** | **Title:** |
| **Name:** | **Name:** | **Name:** |
| **Job title/how do they know you:** | **Job title/how do they know you:** | **Job title/how do they know you:** |
| **Organisation:** | **Organisation:** | **Organisation:** |
| **Address:** | **Address:** | **Address:** |
| **Telephone:** | **Telephone:** | **Telephone:** |
| **Email address:** | **Email address:** | **Email address:** |
| **Please state if we can obtain this reference prior to interview:**  Yes **☐** No  **☐** | **Please state if we can obtain this reference prior to interview:**  Yes **☐** No  **☐** | **Please state if we can obtain this reference prior to interview:**  Yes **☐** No  **☐** |

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| 1. **Declaration** |
| I declare that the information I have given in this application for employment form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.    **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  The information provided by you on this form as an applicant will be stored either on paper records or a computer system under the Data Protection Act 2018 and the GDPR (2016/679) and will be processed solely in connection with recruitment and monitoring. |

**Holy Trinity Church Market Street Cambridge CB2 3NZ**

**Tel: 01223 355397** [**www.htcambridge.org.uk**](http://www.htcambridge.org.uk)