



**Rev Alison Jones, Pioneer Minister**

The Potting Shed Church  
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**Application for the Post of: Families Discipleship Enabler**

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute.

If the application form is completed and submitted electronically, a signed copy should also be sent by post.

As this form will be photocopied, please type or write in black ink or ballpoint pen.

**Please return completed form to Rev Alison Jones at the above address and not to anyone else.**

Please note that Part A will be separated from the remainder of the application form and will NOT form part of the short-listing process.

The information given on the 'Monitoring Sheet' will also be separated and only used for monitoring purposes.

**PART A - Personal Details**

Surname:	Forenames:
Title:	
Address:	Telephone Numbers:
Post code:	
Date of Birth:	Email:

Please say how you learned about this post:

.....

Please state whether there are any adjustments that you may require enabling you to fully participate in the recruitment process e.g. wheelchair access

.....

# References

Please give the names and addresses (including email if possible) of three persons to whom we may apply for references. At least two references should be from people who have a detailed up-to-date knowledge of your work (e.g. your present employer). Please obtain their permission.

We expect to take up references before the interview, unless you have indicated otherwise.

Are there any references, which you would prefer not to be taken up before interview? **Yes / No**

First reference:

Name:
Email address:
Address:
Occupation:

Second reference:

Name:
Email address:
Address:
Occupation:

Third reference:

Name:
Email address:
Address:
Occupation:

# Application

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Disclosure and Barring Service (DBS) checks and medical proving satisfactory, and that all posts commence with a probationary period of at least 6 months.

(For certain posts, any offer is subject to a Disclosure and Barring Service (DBS) check, in which case, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.)

Signature ..... Date .....

**Eligibility of work** - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office. We usually ask shortlisted applicants to bring the relevant documentation with them on the date of interview.

In accordance with the Data Protection obligations (as amended from time to time) I consent to The Potting Shed Church processing and continuing to process all personal data contained on this application form of which I am the subject.

Forename .....  
Surname .....  
Date .....  
Signature .....

What period of notice would you be required to give for your current post?

.....

When would you be able to take up this post? .....

**Application Reference No** (to be completed by The Potting Shed Office): .....

**MONITORING SHEET (which will NOT form part of your Application)**

**OUR COMMITMENT TO EQUAL OPPORTUNITIES**

The Potting Shed Church strives to be an Equal Opportunities Employer. We welcome applications from suitably qualified people from all sections of the community.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Please note that this form is for Equal Opportunities monitoring only and will be not be seen by the short listing / interview panel(s). It will not be used as part of the selection process.

Post applied for:	Date:
Gender:	Age:

**Ethnicity**

Please indicate your cultural / ethnic origins

The Categories listed below are those used on the National Census; if you prefer to use your own definition, please tick 'other' and use the space provided.

**Please tick the appropriate box**

White (WH)	<input type="checkbox"/>	Irish (IR)	<input type="checkbox"/>	Black African (BA)	<input type="checkbox"/>
Black Caribbean (BC)	<input type="checkbox"/>	Black Other (BLO)	<input type="checkbox"/>	Black British (BB)	<input type="checkbox"/>
Indian (IN)	<input type="checkbox"/>	Pakistani (PA)	<input type="checkbox"/>	Bangladesh (BG)	<input type="checkbox"/>
Asian British (AB)	<input type="checkbox"/>	Chinese (CH)	<input type="checkbox"/>	Mixed Race (MR)	<input type="checkbox"/>

Other (Please specify)

.....

**Application Reference No** (to be completed by The Potting Shed Office): .....

**PART B - what professional / work / personal experience do you have that would equip you for this post?**

Please make close reference to the Job Description when answering this question.

Name and address of current and former employers(s)	Positions held in the past 10 years together with dates	Salary	Duties and responsibilities and reason for leaving

**PART C - what academic / professional qualifications / training / interests do you have that would equip you for this post?**

Courses attended; Qualifications gained:	
<b>Secondary Schools</b>	<b>Examinations Passed</b>
<b>University or College</b>	<b>Examinations Passed</b>
Current Membership of Professional bodies (please also state the appropriate designatory letters):	

Do you hold a current full driving license? YES / NO

Do you have any points on your license? If yes, how many? .....

Please tell us a little about your interests and hobbies.

In what ways are you in sympathy with the aims and objectives of the Church of England?

**PART D - Personal Statement in support of Application for this Post**

Please state your reasons for applying for this post and in what ways you believe you match the Job Description using illustrations where helpful. Please remember that we will not infer information, so you need to demonstrate explicitly how you meet the selection criteria, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests. What you write and how you write it will help those making the appointment to build up a picture of you. You may also want to set out your thoughts about how you will take forward some of the challenges and issues relevant to the post. Candidates who do not demonstrate how they match the criteria will not be short-listed. You may continue this section on up to one further A4 sheet of paper if necessary.