

# **St. John's Houghton with St. Peter's Kingmoor**

*www.hkchurch.org.uk*

## **APPLICATION for Apprentice Post**

St. Peter's Church Office  
Kingstown Road  
Carlisle  
CA3 0BB  
office@hkchurch.org.uk

**APPLICATION for MINISTRY TRAINING**

Please complete all sections in CAPITALS and **BLACK INK**

*“The parish of Houghton with Kingmoor is committed to safeguarding the welfare of children, young people and vulnerable adults, and expects all applicants to share this commitment.”*

If you require further support completing this application form please contact us  
(See title page for contact details).

Post Applied for:

Ministry Apprentice, starting September 2012

**Personal Details**

First Name:  
(Include all names known by)

Last Name:

Address:

Telephone No. (Day):

Telephone No. (Evening):

Telephone No. (Mobile):

Post Code:

Email:

National Insurance No:

**Employment (if applicable)**

Title of present or most recent post:

Name and address of current or most recent employer:

Post Held

From: To:

Salary:

Perm or Temp:

Other Benefits:

Notice to end present post:

Telephone No:

Reason for leaving:

Briefly describe the main duties and responsibilities of your current or most recent post:



**Other Qualification(s)** Please state all achieved - Secondary

Name / Address of School / College	Qualification	Year Obtained	Level	Subject	Grade

**Higher Education / Professional Qualification(s)** Please state all achieved

Qualification	Provider	Date Obtained	Grade / Class

**NVQ** – Details of relevant NVQs undertaken

Awarding Body	Training Provider (Who delivered)	Title and Level	Units assessed as competent	Date award achieved

## Other Information

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

Do you own a vehicle? YES / NO

Does your licence have any endorsements or penalty points? YES / NO If yes please give details.

Are you involved in any activity, which might limit your availability to do work at St. John's Houghton or St. Peter's Kingmoor or the hours in which you do your voluntary work? YES / NO  
If YES please give details

Please give details of any allegations of misconduct or professional unsuitability

## Criminal Records

The nature of the work for which you are applying will bring you into direct contact with children and young people, therefore this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are required to disclose information about all criminal convictions, both current and "spent". Providing false information is an offence and could result in the application being rejected or summary dismissal if recruited and possible referral to the police.

Have you been convicted of a criminal offence?            Yes            No

If YES, please give brief details of the offence, including the date of the conviction:

Do you have any criminal charges or summonses pending against you?            Yes            No

If Yes, please give details:

Prior to employment the parish will request an enhanced Criminal Records Check. A copy of our policy documents regarding this will accompany the CRB application form.

## Disabled Applicants

The Disability Discrimination Act 1995 defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities.

Taking this definition into consideration do you consider you have a disability? YES / NO

If you are short listed, please describe any special arrangements, which you would like the church to make for your interview:

## The Asylum and Immigration Act 1996

Do you need a work permit to take up employment in the UK? YES / NO

Date of expiry of current work permit:

## Health

Please note that you will be required to complete a medical questionnaire, prior to your appointment.

Have you had time off work through ill health during the last 2 years? YES / NO

If YES please list how many days including reasons for each absence.

## References

Please give names and addresses of TWO referees, not related to you or solely writing in the capacity of friends. The referees should include your current church minister. If such a reference cannot be provided a suitable alternative shall be agreed.

We reserve the right to contact your church minister if an offer is made and accepted. References may be taken up prior to interview, unless you have specifically requested otherwise in the section below. Once received, we will review the references. If there are any queries about the quality of the reference we will discuss this with you.

NB Please note that the church requires two satisfactory references prior to the apprentice post commencing.

Name		Name			
Position		Position			
Working Relationship		Working Relationship			
Address		Address			
Post Code		Post Code			
Tel No		Tel No			
Fax No		Fax No			
Email Address		Email Address			
May we contact prior to interview	YES	NO	May we contact prior to interview	YES	NO

## Supporting Statement

Please explain why you would like the apprentice post, how you would contribute to the life and mission of St. John's Houghton with St. Peter's Kingmoor, and what you would hope to gain from the experience. Please tell us how you became a Christian, and what steps you are currently taking to grow in and exercise your faith in Christ.

## Declaration

- ^ I understand that an offer of appointment to the voluntary post of Apprentice will be subject to satisfactory references, CRB clearance, proof of identity and qualifications, medical clearance and successful completion of a probationary period.
- ^ I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- ^ I declare that the information I have given is, to the best of my knowledge, true and complete.
- ^ I agree that the information given may be used for registered purposes under the Data Protection Act 1998.

**Signed:**

**Date :**

## Data Protection Act 1998

Information given on the form may be held at St. Peter's Church. Strict confidentiality will be observed and the information will only be used as required for this application.

Please return your completed application form to the address below.

St. Peter's Church Office  
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Carlisle  
CA3 0BB

[office@hkchurch.org.uk](mailto:office@hkchurch.org.uk)  
01228 515972