**PRIVATE AND CONFIDENTIAL**

**Please read these notes carefully before you complete the application form.**

**Thank you for expressing interest in this voluntary post within the London District of the Methodist Church. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.** **We look forward to receiving your application.**

* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* Provide evidence when you make statements. For example, “I work well in a team” – try to describe an example of when and how you contributed to a team.
* Pages 2 - 4, asks you to provide personal information, this will be removed before the shortlisting panel see your application and retained in the District’s HR records.
* Our vacancies are UK-based and applicants from outside the UK will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from non-UK nationals who do not hold the appropriate documentation until all employment options within the UK have been exhausted. All applicants appointed by the Methodist Church or other Methodist employing bodies are required to produce evidence of eligibility to live and work in the UK. Detailed information on the UK’s immigration categories can be obtained from the UK Border Agency website <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>
* Your application form will be shared with the shortlisting/interview panel. If unsuccessful in your application, these details will be destroyed after 6 months in line with the District retention and Privacy Policy. If successful, your details will be retained in your personal record throughout the duration of your time with the District.
* Complete the form in type to ensure it can be reproduced clearly.
* Please do not attach a CV to your application form. These will not be forwarded to the shortlisting panel.

**PLEASE EMAIL YOUR APPLICATION FORM to:** **sam@methodistlondon.org.uk**

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| **1. PERSONAL DETAILS** |
| This information will be held within the HR records in the London District office. Please make sure that all parts of the application form are filled. |
| Post applied for:  |       |
| Where did you hear about the post? |       |
|  |  |
| **Title:** |       |
| **Surname:** (Block letters)  |  |
| First names:  |       |
| **Address:** (Block letters)  |       |
|       |
|       |
| **Post Code:** |       |
| **Telephone number:**  | **Home:**  |       |
| **Daytime:**  |       |
| **Mobile:**  |  |
| **NI number:** | **E-mail address:**  |  |
|  |  |
| **Immigration Status**Do you already have the legal right to work in the UK? | Yes [ ]  No [ ]  |
| **If yes, please write in any conditions** (e.g. end date, Visa type etc.):       |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  | [ ]  Yes [ ]  No |
| **If yes, please supply further details:**       |

**EQUALITY & DIVERSITY MONITORING FORM**

The London District aims to have a workforce that reflects the diversity of talent, the proven abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff are treated equally and fairly.

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete this equality and diversity monitoring form. If you do not wish to complete any section of this form, please tick the appropriate preferred not to say box.

This monitoring form will be detached from the application form prior to shortlisting. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

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| --- | --- |
| **Post applied for:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age**: | [ ]  16 - 17  | [ ]  18 - 21  | [ ]  22 - 30  | [ ]  31 - 40  | [ ]  41 - 50  |
| [ ]  51 - 60  | [ ]  61 - 65  | [ ]  66 - 70  | [ ]  70 +  | [ ]  Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sex:** | [ ]  Male  | [ ]  Female  | [ ]  Prefer not to say |
|  Is the sex you indicated the same as your sex at birth? [ ]  Yes [ ]  No [ ]  Prefer not to say |

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| **Disability:** |
| *The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities".* |
| Do you consider yourself to have a disability?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below: |

| **Ethnicity** |
| --- |
| *Asian*  | [ ]  | British | *Black*  | [ ]  | British  |
| [ ]  | Indian | [ ]  | African |
| [ ]  | Pakistani | [ ]  | Caribbean |
| [ ]  | Chinese | [ ]  | Other black background |
| [ ]  | Other Asian background |  |  |
| *White* | [ ]  | British | *Mixed* | [ ]  | White & Asian |
| [ ]  | Irish | [ ]  | White & Black African |
| [ ]  | European | [ ]  | White & Black Caribbean |
| [ ]  | Other white background | [ ]  | Other mixed background |
| Other (please specify) |       | Prefer not to say | [ ]  |

| **Religion/Belief/Faith:** |
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| [ ]  Baha’i | [ ]  Buddhist | [ ]  Christian | [ ]  Hindu | [ ]  Jain  | [ ]  Jewish  |
| [ ]  Muslim | [ ]  Sikh | [ ]  No Religion | [ ]  Other (please specify)  | [ ]  Prefer not to say |

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| **Sexual Orientation:** |
| [ ]  Bisexual  | [ ]  Gay man | [ ]  Gay woman | [ ]  Straight / Heterosexual | [ ]  Other (please specify) | [ ]  Prefer not to say |

**Thank you for assisting us by completing the Questionnaire**

**INTENTIONALLY LEFT BLANK**

**APPLICATION FORM**

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| *Applicant To Complete* |
| **FULL NAME** |       |
| **POST TITLE** | Communications Volunteer |
| **LOCATION** | Remotely or District Office at Methodist Central Hall Westminster (from Sept 2021) |
| **CLOSING DATE** | Closing date for applications 5th AugustInterview Date will be 11th August |
| **Please return the completed form to:** | Sam Redding**Senior Admin Officer****sam@methodistlondon.org.uk****020 4526 3848** |

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| **1. EMPLOYMENT/ APPOINTMENT HISTORY**List all employers starting with your present or most recent first. Please account for any gaps in employment. If currently in full or part-time education, please move on to step 2. |
| **Name and Address of Employer** | **Position Held** | **From To****Month/Year** | **Reason for Leaving** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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| **2. EDUCATION AND TRAINING**Please look at the **Essential** **and** **Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. |
| **Qualification**  | **Date Obtained**  | **Grade and Membership Number (if applicable)** |
|       |       |       |
|       |       |       |
|       |       |       |

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| **3. Proven Abilities, Knowledge, Skills and Personal Qualities**Look at the **Essential and Desirable** requirements of the Person Specification. Use each criteria from this section and provide evidence of how you meet this criterion.  |
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| **4. REFERENCES**Please provide us with contact details of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer/teacher or lecturer, and may include your minister if relevant. Please note it is the Methodist Council policy not to accept references from relatives or friends.The London District will only approach references for a successful applicant. |
| **Reference 1.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |
| **Reference 2.** |
| **Name**: |       |
| **Position**: |       |
| **Organisation****Name and Address**: |       |
| **Email**: |       |
| **Telephone**: |       |
| **In what capacity have you known this person?**  |

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| **5. DECLARATION** |
| **I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment / suspended from appointment (subject to the complaints and discipline process) within the Methodist Church.**Signature:                           Date:                           |