

REDLANDCHURCH

OPERATIONS & STRATEGY MANAGER

Application Form

If you need more space to complete any section, please add supplementary pages.

1. Personal Details

Title:

Surname:

Forename(s):

Address:

Postcode:

Telephone:

Mobile:

May we contact you during working hours? YES / NO

Email:

Nationality:

National Insurance Number:

If you are not a British passport holder or a European Citizen, 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 might not be valid for this post.

2. Education and Professional Qualifications

University/ Secondary School(s)	Date From	Date To	Examinations Taken (e.g. BA English, A-levels)	Results

4. Present / Most Recent Post

Name and Address of Employer	Position Held	Dates of Employment
Description of Duties:		
Reason for leaving:		

5. Previous Employment — please give full outline and include reasons for any gaps if applicable (use additional sheets if necessary)

Name and Address of Employer	Position Held	Dates of Employment
Description of Duties:		
Reason for leaving:		

Name and Address of Employer	Position Held	Dates of Employment
Description of Duties:		
Reason for leaving:		

6. Experience and Approach

Please write as much as you feel and don't be constrained by the size of any box.

Please tell us why you are applying for this role?

Please tell us how your skills and experience match the job profile. Give examples where possible.

How would a close friend describe you? How would a (hypothetical) friendly critic describe you?

Please tell us about your spiritual journey and relationship with Jesus.

Please describe the kind of church you would feel most at home in.

7. Other Information

Do you hold a current driving license? <i>It is not a requirement of the role</i>	YES	NO
Would you be prepared to become a full member of Redland Church (together with your family if applicable)?	YES	NO
Do you consider yourself to be disabled under the Equality Act of 2010?	YES	NO
If invited for interview, do you require any assistance/adaptions to help you attend?	YES	NO
If Yes, what assistance/adaptions do you require?		

8. References

Please give the names and addresses of two referees. One should be your most recent employer. One should be your current or most recent church leader (in the case of larger churches another senior leader is suitable).

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Relationship:	<input type="text"/>	Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>
Are you willing for this referee to be approached prior to the interview?	Yes No	Are you willing for this referee to be approached prior to the interview?	Yes No

9. Confidential Declaration

This post is exempt from the Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the fact that the role is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations. Any successful applicant will be subject to a satisfactory enhanced DBS check before the appointment is confirmed as well as a satisfactory enhanced DBS re-check every 3 years.

This section is based on *Practice guidance: Safer Recruitment*, House of Bishops 2015. It is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spentⁱ convictions and adult cautions that are not protectedⁱⁱ (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account. A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from us, an organisation such as NACRO or Unlockⁱⁱⁱ, or a solicitor.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details: Yes No

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details: Yes No

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details: Yes No

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details: Yes No

7. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries:
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

8. Are you or have you ever been barred from work with children?
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

9. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm^{iv}? If yes, please provide details:
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

10. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

11. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

- Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

12. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:
- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| | <input type="checkbox"/> | <input type="checkbox"/> |

10. Declaration

I declare the above information and that on any additional sheets (number attached: __) is true, accurate and complete to the best of my knowledge. 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. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed: Date:

Consent statement (this statement should only be signed if the answer to Question 7. is Yes)
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed: Date:

As part of the recruitment process, Redland Church collects and processes personal data relating to you and your application. We are committed to being transparent about how we collect and use that data and to ensure we meet our data protection obligations. For a more detailed view of the information we collect and how we process it please check out our [Privacy Notice](#).

ⁱ Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

ⁱⁱ The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

ⁱⁱⁱ <https://www.nacro.org.uk/> <https://unlock.org.uk/>

^{iv} 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a

young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.