

3. CAREER HISTORY

Please provide details of your previous employment history, starting with your current or most recent post and accounting for any periods of time not spent in further education or employment.

Current or most recent post:

Name and address of employer:

Position held:

Dates (from-to):

Present/final salary:

Reason for leaving or notice period:

Key duties and responsibilities of current or most recent post:

If you are not in paid employment, please use this section to tell us what you are currently doing.

Previous Career History:

- *For all previous posts please only include a very brief outline of responsibilities and achievements.*
- *Please include any voluntary, home-based or part-time work.*
- *Please account fully for any periods of time not spent in further education or employment.*

Name and address of employer	Dates (from-to)	Position held	Brief outline of duties and responsibilities	Final salary	Reason for leaving

If you need more space, please use a separate sheet of paper and attach it to your application form.

4. WHY DOES THIS JOB INTEREST YOU?

- *Please say why you are applying for this post.*

If you need more space, please use a separate sheet of paper and attach it to your application form.

5. WHY DO YOU WANT TO WORK FOR NJPN?

- *Please describe the qualities you can bring to the job.*

If you need more space, please use a separate sheet of paper and attach it to your application form.

6. WHAT KNOWLEDGE/EXPERIENCE DO YOU HAVE OF THE CATHOLIC CHURCH IN ENGLAND & WALES AT PARISH, DIOCESAN OR NATIONAL LEVEL?

- *If you have knowledge/experience of other denominations or faiths, please include brief details*

If you need more space, please use a separate sheet of paper and attach it to your application form.

7. COMPETENCIES

The Person Specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the Person Specification. Shortlisting will be based on how well you demonstrate your ability to meet the essential criteria.

If you need more space, please use a separate sheet of paper and attach it to your application form.

8. WHAT ARE YOUR HOBBIES/INTERESTS?

If you need more space, please use a separate sheet of paper and attach it to your application form.

9. PLEASE ADD ANY OTHER RELEVANT INFORMATION OR COMMENTS

If you need more space, please use a separate sheet of paper and attach it to your application form.

10. REFEREES

- *Any offer of employment is subject to the receipt of two satisfactory references. One referee must be your present or most recent employer and the second a previous employer.*
- *If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you.*
- *Please note that NJPN reserves the right to contact any former employer for a reference.*

	Present/most recent employer	Second referee
Name:		
Address:		
Phone no.:		
Email:		
Capacity in which she/he knows you:		
Between which dates?:		
May we contact her/him prior to interview?		

11. IF OFFERED THIS POST, WHEN COULD YOU TAKE UP EMPLOYMENT?

12. APPLICANTS WITH DISABILITIES

NJPN is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If require any adjustments to accommodate you in the application or selection process, or you wish to discuss reasonable adjustment in the role itself, please write to the Chair of NJPN at the address below.

Alternatively, you can give details here:

If you need more space, please use a separate sheet of paper and attach it to your application form.

13. ASYLUM AND IMMIGRATION ACT 2014

For employment in the UK: All applicants called for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 2014. Further information on the UK Government's immigration policy can be found on <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Do you need a work permit to work in this country? YES NO

If you need a work permit are there any limitations/conditions on the work permit e.g. a visa with limited duration? YES NO

If YES please state what the limitations/conditions are:

If you need more space, please use a separate sheet of paper and attach it to your application form.

14. CRIMINAL RECORDS

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and all convictions, both spent and unspent, must be disclosed. *Having a conviction will not necessarily be a bar to employment with NJPN; it will depend on the circumstances and the relevance to the post.*

Have you ever been convicted of a criminal offence, cautioned, reprimanded or give a final warning by the police, or do you have any court cases pending? YES NO

If YES give details:

If you need more space, please use a separate sheet of paper and attach it to your application form.

Have you ever been investigated for any safeguarding related issue? YES NO

If YES give details:

If you need more space, please use a separate sheet of paper and attach it to your application form.

The information contained in this application form will only be seen by those involved in the recruitment process.

15. DECLARATION

- I certify that the information on this form is correct to the best of my knowledge.
- I understand that including false information on this form could render me liable to subsequent summary dismissal.
- I understand that any offer of employment will be subject to a receipt of a satisfactory DBS check and two satisfactory references.
- I consent to my records being held on a computerised database that is subject to GDPR

Signed:

Date:

Please return this form (remembering to attach any additional sheets) to:
The Chair, NJPN, 39 Eccleston Square, London SWIV 1BX

PLEASE MARK THE ENVELOPE – CONFIDENTIAL JOB APPLICATION (NJPN)