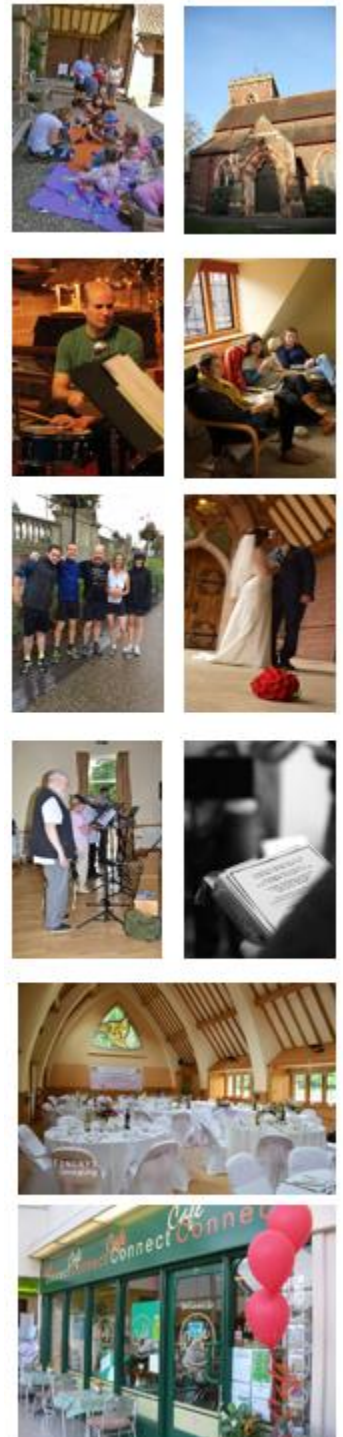


APPLICATION FORM FOR Welcome Assistant

To be read and completed in line with the Job Description, Key Tasks, and Person Specification

Please return completed application forms to kevin.pilsbury@trinitychurches.org or by post marked 'Private and Confidential' to **Kevin Pilsbury (Operations Manager), The Trinity Centre, Church Road, Meole Brace, Shrewsbury SY3 9HF**

Please complete this form as fully as you can, and enlarge any text boxes as necessary. If you have any questions or queries, please do not hesitate to contact us on 01743 362399.



Post applied for:	Welcome Assistant
Where did you see the post advertised?	

PERSONAL DETAILS	
Title	
Surname	
Forename(s)	
Address	
Work tel. no.	
Home tel. no.	
Mobile tel. no.	
E-mail	

CURRENT (OR MOST RECENT) EMPLOYMENT	
Post	
Employer	
Date from/to	
Summary of responsibilities	

PREVIOUS POSTS (Most recent first)				
Employer	Post	From	To	Summary of responsibilities

EDUCATION AND QUALIFICATIONS (Most recent first)			
School / college / university...	From	To	Qualifications

RELEVANT EXPERIENCE (the boxes will expand to fit more if needed)	
What particularly interests you in this appointment?	
What experience, gifts, training and skills could you bring to this role, making particular reference to the 'key tasks' in the job description?	
How do your skills and experience meet the requirements of the post as described in the 'person specification' of the job description?	
A core responsibility for this role is "to be a welcoming presence, representing the Trinity Centre and therefore its Christian vision and ethos." If successful please describe how you would seek to fulfil your role within this criteria.	

ADDITIONAL QUESTIONS	
If successful, what is the earliest date that you could start the job?	
Do you have any special need or disability which might affect your ability to carry out the tasks required by the post, and for which we may make arrangements should you be called for interview?	

REFEREES		
<i>Please provide details of three referees, including your present or most recent employer. If you are a member of a Church we would usually expect you to include a reference from your congregational / Church leader or equivalent.</i>		
1	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	
May we approach before interview? <input type="checkbox"/> YES <input type="checkbox"/> NO		

2	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	
May we approach before interview? <input type="checkbox"/> YES <input type="checkbox"/> NO		

SAFEGUARDING, CHILD PROTECTION and VULNERABLE ADULTS POLICY	
This position may involve contact with children, young people and vulnerable adults, and this recruitment is therefore subject to a DBS check in line with diocesan policy and practice. Safeguarding training will also be required.	
Do you have any convictions that are not “spent” within the meaning of the Rehabilitation of Offenders Act 1974?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Because of the nature of the work you are applying for, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are “spent” under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest of confidence and used solely in relation to this application.

DECLARATION

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of Meole Brace Shrewsbury.

Signature of Applicant

Date