

Metropolitan Cathedral
of Christ the King Liverpool

METROPOLITAN CATHEDRAL OF CHRIST THE KING APPLICATION FORM

This application form plays an important part in your selection for employment at the Metropolitan Cathedral. It is essential that you complete all the sections as fully as possible. Incomplete forms may not be processed further.

The information provided by you on this form will only be used for processing your application of employment. By providing your personal information you are consenting to its use, for this purpose, in line with the Data Protection Act 1998.

Section 1 – Personal Details

Position applied for:	
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Location:	
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Surname:	
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First Name:	
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Title (Mr, Mrs, Miss, Ms)	
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Home Address:	
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Tel No. (Home)		Email	
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(Work)		NI No	
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(Mobile)		If under 18 please state age	
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I can confirm that I am currently, legally entitled to work in the UK.	Yes	<input type="checkbox"/>	No.	<input type="checkbox"/>
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Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No.	<input type="checkbox"/>
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If yes, please give details.	
<i>Please note that a criminal record may not necessarily exclude you from employment with the Metropolitan Cathedral.</i>	

Do you have a current driving licence?	Yes	<input type="checkbox"/>	No.	<input type="checkbox"/>
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If yes, give details, including any endorsements.	
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Please provide details of any special arrangements you may require to help you attend an interview.
e.g. interpreter, signer, wheelchair access etc.

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Section 2 – Education and Qualifications

Date From	Date To	School / College / University	Exams & Grade Achieved/Awarding Body

Please give details of relevant training attended in the last two years

Dates	Training

Section 3 – Employment History

Please provide full details of your employment history, accounting for all periods of time including employment, unemployment, and voluntary work, raising a family, part-time work or education. Please start with your present post and continue on an additional sheet if necessary, attached securely to this application form. Please note references will not be sought from your employment history prior to an offer being made.

Dates of Employment	Name and Address of Employer	Job title and duties undertaken	Final Salary Reasons for Leaving

Section 4 – Experience and Relevant Skills

Please assess yourself against each of the selection criteria on the job description and give specific examples of how your skills, knowledge and experience meet these criteria.
Please continue on an additional sheet if necessary, attached securely to this application form.

Please provide details of what you feel the Metropolitan Cathedral of Christ the King would expect from you as an employee.

Section 5 – Character References

Please provide details below of two referees, not connected with your present or previous employer, who may provide additional information where necessary.

<p>1. Name: Address:</p> <p>Tel No:</p>	<p>2. Name: Address:</p> <p>Tel No:</p>
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Section 6 – Additional Information

Please provide details of your leisure interests, sports, hobbies and other pastimes including positions of responsibility held, i.e. School Governor, Committee Member.

Please provide any further information relevant to your application

If offered the post, when could you commence employment?

Section 7 – Declaration

Disclosure of Criminal and Child Protection matters

The Trustees of the Archdiocese of Liverpool are obliged to operate a checking procedure for employees where posts are subject to DBS checks and ISA regulations.
I confirm that I am not disqualified from working with children and young people and I am not included on List 99. I accept that if appointed I will be subject to any ISA regulations in place at the time.

Signed.....Date.....

I confirm the information stated in this application to be complete, accurate and true. Providing incorrect or untrue information may lead to the Metropolitan Cathedral rejecting my application, or withdrawing any employment contract offered or, if employed, dismiss without notice.


Signed:

Dated:

Thank you for taking the time to complete this application form.

Please return this document along with other documents provided in the application pack to:

**Executive Assistant to the Dean, The Metropolitan Cathedral, Cathedral House,
Mount Pleasant, Liverpool L3 5TQ.**

	<p>We guarantee to interview all individuals who have completed the Liverpool Cathedral Volition Programme, who meet the essential criteria for the post. Individual’s names will be confirmed with the Volition Programme. Should you wish your application to be considered under the scheme, please mark X in the yes box below and ensure you send this form with your application.</p>
<p>I declare I have completed the Volition Programme, and wish to apply for the Guaranteed Interview Scheme (Yes)</p>	