

## **APPLICATION FOR A POST WITHIN THE METHODIST CHURCH**

### **INFORMATION FOR APPLICANTS**

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

- Thank you for expressing interest in a post within 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.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed.
- 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.
- If there are no requirements under Education and Training, Experience, Special Knowledge and Skills, or Special Qualities and Attributes in the Person Specification, then there is no need to provide any information on the relevant section of the form.
- You do not need to fill all the space provided in each section. We have tried to provide you with plenty of space, but if you need more you should use an additional sheet of paper and attach it securely to the form.
- Please try to give 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 B and C, which ask you to provide personal information, will be removed and retained in the Personnel Office.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.
- Our policy on the Recruitment and Appointment of People with a Criminal Record can be found on pages 9 & 10 of this form. Please read this document and retain for reference.
- Our vacancies are UK-based and applicants from outside the EU will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from non-EU nationals who do not hold the appropriate documentation until all employment options within the EEA have been exhausted. All applicants employed by the Methodist Church or other Methodist employing bodies are required to produce evidence of eligibility to live and work in the UK.
- Please complete the form in type or black ink to ensure it photocopies clearly.
- We look forward to receiving your application.

**PLEASE SEND APPLICATION FORMS UNFOLDED IN AN A4 SIZED ENVELOPE**  
**Or send by e-mail to: [contact@oxfordplace.org.uk](mailto:contact@oxfordplace.org.uk)**

## 1. PERSONAL DETAILS

This information will be held within the Development & Personnel Office.  
Please make sure that all parts of the application form are filled.

**Post applied for: Part-Time Caretaker**

**Reference No: LPP/75655**

**Location: Leeds Methodist Mission**

**Closing date:**

**Where did you hear about the post?**

**Surname (Block letters):**

**Title:**

**First names:**

**Address: (Block letters):**

**Postcode:**

**Telephone number:**

Home:

Work:

Mobile:

**E-mail address:**

### STATE OF HEALTH:

Are you aware of any condition that might affect how you carry out the duties of the post?

Yes

No

If yes, will you need any special arrangements to be made to assist you at the interview? (Please describe)

### WORK PERMIT:

Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment i.e. Passport, NI card, P45.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes

No

If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick)

Yes

No

If "No" please indicate the basis on which you are eligible to work in the UK.

**CONVICTIONS:**

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please supply further details:

**EQUAL OPPORTUNITIES:**

We invite you to complete the form on the next page. In order to monitor the effectiveness of our Equal Opportunities Policy, we ask all applicants to provide the following information.

## DIVERSITY MONITORING FORM

The Methodist Church aims to have a workforce that reflects the diversity of talent, experiences and skills of our communities. We monitor the composition of our workforce to ensure that it is representative and that all staff are treated fairly. In addition, we are committed to promoting race equality, under the Race Relations (Amendment) Act 2000. The information you give on this form will remain strictly confidential, in accordance with the Data Protection Act 1998, and will not affect any decision to employ you.

<b>Job Ref:</b>	<b>LPP/75655</b>
<b>Post applied for</b>	<b>Part-time Caretaker</b>
<b>Are you applying on a job share basis?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are you applying with a job share partner?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Advertising:</b> Where did you see this job advertised?	
<b>Date of Birth</b>	

### DISABILITY:

<p>The Disability Discrimination Act 1995 defines a disability as, 'A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems.</p>	
<p><b>Do you consider that you have a disability under the Disability Discrimination Act definition?</b>          Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If you have answered 'Yes', please select the definition/s from the list below that best describes your disability/disabilities:</p>	
<p><b>Hearing</b> (such as: deaf, partially deaf or hard of hearing) <input type="checkbox"/></p> <p><b>Vision</b> (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/ contact lenses) <input type="checkbox"/></p> <p><b>Speech</b> (such as impairments that can cause communication problems) <input type="checkbox"/></p> <p><b>Mobility</b> (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis) <input type="checkbox"/></p>	<p><b>Reduced physical capacity</b> (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes) <input type="checkbox"/></p> <p><b>Severe disfigurement</b> <input type="checkbox"/></p> <p><b>Learning difficulties</b> (such as dyslexia) <input type="checkbox"/></p> <p><b>Mental illness</b> (substantial and lasting more than a year, such as severe depression or psychoses) <input type="checkbox"/></p>
<p><b>Other disability</b> <i>Please specify</i></p>	
<p><b>Physical co-ordination</b> (such as manual dexterity, muscular control, cerebral palsy) <input type="checkbox"/></p>	
<p>Cont/.....</p>	

**ETHNICITY:**

I would describe myself as:

Asian or Asian British	Black or Black British	Mixed	Other	White
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Chinese <input type="checkbox"/>	British <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>		Greek <input type="checkbox"/>
Pakistani <input type="checkbox"/>		White & Black Caribbean <input type="checkbox"/>		Greek Cypriot <input type="checkbox"/>
				Irish <input type="checkbox"/>
				Turkish <input type="checkbox"/>
				Turkish Cypriot <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>	Other <input type="checkbox"/>
If you selected any of the 'Other' categories, please tell us how you would further describe yourself				

FAITH:				
Agnostic <input type="checkbox"/>	Atheist <input type="checkbox"/>	Baha'i <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>
Hindu <input type="checkbox"/>	Humanist <input type="checkbox"/>	Jain <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>
Sikh <input type="checkbox"/>	No Religion <input type="checkbox"/>	Other Faith <i>Please specify</i>		

GENDER:	
Female <input type="checkbox"/>	Male <input type="checkbox"/>

Declaration:	
I have completed the details required in this document and declare to the best of my knowledge the information given is correct. I consent to it being held on file under the terms of the Data Protection Act 1998.	
Signature	Date

For office use only			
Application withdrawn <input type="checkbox"/>	Shortlisted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Post Withdrawn <input type="checkbox"/>	Appointed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## APPLICATION FORM

Applicant To Complete	
<b>FULL NAME</b>	
<b>POST TITLE</b>	
<b>LOCATION</b>	
<b>CLOSING DATE</b>	
<b>Please return the completed form to:</b>	<p style="text-align: center;"> <b>The Administrator</b>  <b>Leeds Methodist Mission</b>  <b>Oxford Place</b>  <b>Leeds</b>  <b>LS1 3AX</b> </p> <p style="text-align: center;"> <a href="mailto:contact@oxfordplace.org.uk">contact@oxfordplace.org.uk</a> </p>

<b>For Office Use Only</b>	
Date Received	
Application No	
Special needs at Interview	

**2. EMPLOYMENT HISTORY**

List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

### 3. EDUCATION AND TRAINING

Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, 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.

### MEMBERSHIP OF PROFESSIONAL INSTITUTES OR SOCIETIES (if appropriate)

#### 4. PROVEN ABILITY

Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and give evidence to **prove** you have the **abilities** required.

## 5. SPECIAL KNOWLEDGE AND SKILLS

Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **Special Knowledge and Skills** you consider to be relevant.

## 6. SPECIAL QUALITIES AND ATTRIBUTES

Please look at the **Essential and Desirable** requirements in the Person Specification, and the main tasks of the Job Description, and list details of any **Special Qualities and Attributes** you consider to be relevant.

**7. Why are you applying for this job?**

**8. Please describe how you would work in the post with reference to the job description.**

## 9. REFERENCES

Please provide us with contact details (address, telephone number and e-mail) of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant. Please note it is not Methodist Church policy to accept references from relatives or members of the family.

a)

b)

c)

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

**10. 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 within the Methodist Church.**

Signature: \_\_\_\_\_ Date:



# The Methodist Church

## THE METHODIST COUNCIL

### POLICY ON THE RECRUITMENT AND APPOINTMENT OF PEOPLE WITH A CRIMINAL RECORD

#### **Background**

The Rehabilitation of Offenders Act 1974 states that certain offences may be disregarded as 'spent' after set periods of time, and ex-offenders are not required to disclose their conviction. This makes it illegal for an employer to discriminate against an ex-offender on the grounds of a 'spent' conviction.

Some posts within the Methodist Church, including those with unsupervised or significant regular contact with children, young people and other vulnerable people, are exempted from the provisions of the Act. Applicants for such posts will be advised that they will be subject to a background check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, and other relevant information.

The Constitutional Practice and Discipline of the Methodist Church (CPD), Section 010 (2) provides further detailed information on 'Qualification for Appointment'.

#### **Principles**

- People with criminal records applying for posts with the Methodist Council will be treated according to their merits and to any special criteria of the post (for example, caring for children and vulnerable adults, which debars some in this category).
- Questions may be asked at short-listing stage about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the organisation.
- Having a criminal record, in itself, does not necessarily prevent an individual from being appointed to any post, unless the offence debars the person.
- Where it is judged, however, that a recent or serious offence might mean that an individual presents a risk to children or vulnerable adults, or could cause damage to the reputation of the Methodist Church, then that individual will not be appointed.
- Discrimination either in favour of or against those individuals currently in employment who have disclosed their criminal record is not permissible (unless the offence debars them).
- Information relating to disclosure of criminal records will be treated as confidential and restricted to those who are entitled to see it as part of their duties, (for example Line Manager, Personnel Office, Head of Safeguarding).
- Training programmes for staff who are responsible for recruitment and selection will include information on how to manage the recruitment and selection processes of individuals with a criminal record.

#### **Procedure**

- During the preparation of recruitment material (job description, person specification, advert) the manager will consider whether Disclosure is relevant. The manager will take account of the Church's Policy on Safeguarding Children (and Vulnerable Adults when finalised). If relevant, the job description will state that appointment is subject to a satisfactory Disclosure at the correct level, from the Criminal Records Bureau.
- In such cases the Development & Personnel Office will make offers of appointment subject to a satisfactory Disclosure from the Criminal Records Bureau.
- If either an applicant or the Disclosure process reveals a serious criminal record or other relevant information, then the Director Development and Personnel and the appropriate Head of Cluster will be advised; the Director Development and Personnel and the Head of Cluster will then consider whether the appointment can proceed.
- A decision to reject an applicant because of, or partly because of a criminal record should relate to a criteria set in the person specification, which is seen to be unmet, or to specific offences which debar someone from appointment (see below).
- Generally, an applicant who is rejected will be advised of the reasons.
- An applicant who is rejected will have a right of appeal to the Senior Persons Group.
- Where an individual is employed by the Methodist Council, and subsequently it becomes evident that the individual failed to disclose relevant information, the matter will be treated as a disciplinary issue and may result in dismissal.

N.B. Schedule 4 of the Criminal Justice and Court Services Act 2000 as amended by the Sexual Offences Act 2003. A list is currently available on the Methodist website [www.methodist.org.uk](http://www.methodist.org.uk) listed under 'Safeguarding'.