

The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

NOTES ON COMPLETING THE APPLICATION FORM

Section 1 JOB DETAILS

Post Applied For - Woking Childrens Pastor /Woking Youth Pastor

Section 2 PERSONAL DETAILS

Disability

We ask this question to enable us to consider any adjustments that we can make either to the recruitment process itself or in employment, in order to assist you.

Driving Licence

Please refer to the job specification to determine the requirement for a driving licence for the position for which you are applying.

Section 3 RELIGIOUS BELIEFS

Emmaus Rd Church is a Christian organisation. Each part of Emmaus Rd exists to fulfil the Christian Aims and Purposes of Emmaus Rd Community Church in its own way. The way this works out specifically will be talked about at your interview.

In order to fulfil the Christian Aims and Purposes of the organisation, there may be a genuine occupational need for the applicant to be a committed Christian. If the advertisement/ job details, for the position for which you are applying states that you are required to have a commitment to the Christian Aims and Purposes, then the information which you supply in this section will be taken into account in the selection process.

If this is not the case, whilst you will be required to support the Christian Aims and Purposes of Emmaus Rd Community Church in your work, any information which you provide in this section will not affect your application.

Section 4 EDUCATION, TRAINING and DEVELOPMENT

Please detail information which is relevant to your application. It is not necessary to list schools/colleges attended although you may feel this is helpful.

NOTES ON THE EQUAL OPPORTUNITY POLICY - MONITORING FORM

Emmaus Rd Community Church is an equal opportunity employer. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form.

The information you give on this form does not form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively

DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely by Emmaus Rd Church. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant [e.g. if the applicants might be considered for other vacancies]. Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part

of Emmaus Rd Community Church's monitoring of equal opportunities will be retained beyond four months from the date from which applicants are informed of the outcome of their application.

ADDITIONAL INFORMATION - DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

If you are invited to interview you will be required to complete and bring with you a 'Declaration of Criminal Background Information' form. This form will be sent to you with the interview invitation and will require you to give details of any unspent convictions.

If the post for which you are applying involves working with children, young people and/or vulnerable adults, you will ALSO be required to give all details of any criminal record including 'spent' and 'unspent' convictions. Your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults'.*

The information provided will only be seen by the interview panel if we are considering offering you employment. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will be taken into account only when they are relevant to the post for which you are applying.

IF YOU ARE INTERESTED IN APPLYING:

Please return the application form and monitoring form by the closing date.

- The closing date will be shown in the advertisement and or on the application form itself.
- Return to the address as stated on the application form (recruitment@emmausrd.com).
- If you are unable to make the designated interview dates please state this in your application.
- Following shortlisting you will be notified of the outcome of your application.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW

You should bring with you a completed 'Declaration of Criminal Background Information' form.

If the post for which you are applying involves working with children, young people and/or vulnerable adults, your application pack includes 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults'. Please follow the instructions in these guidelines.*

If you are made an offer of employment with Emmaus Rd Church you will be required to:

- Consent to references being taken up.
- Demonstrate, by producing approved documentation, that you are entitled to work in the UK. This is because, as an employer, we will be committing a criminal

offence if we employ a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.

- *If the post for which you are applying involves working with children, young people* and/or vulnerable adults, you will be required to apply for a higher level Disclosure. Please refer to the 'Additional Guidelines for Applicants for Positions which involve Working with Children, Young People* and/or Vulnerable Adults included in this application pack.*

**young people are those under 18 years of age*