**Please ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form. A CV together with a covering letter must also be submitted.**

**Completed applications should be sent to:** [**rosemary.nixon@rootsontheweb.com**](mailto:rosemary.nixon@rootsontheweb.com)

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| **Personal information** | | | | |
| **Surname** |  | | **Forenames** |  |
| **Address**  **Postcode** |  | | | |
| **Contact** | **Home** |  | | |
| **Mobile** |  | | |
| **E-mail** |  | | |

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| **Employment history** |

**Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent.** Continue on a separate sheet in necessary.

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| **Employer’s name and address** | **From** | **To** | **Job title and summary of main duties** | **Reasons for leaving** |
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| **Please give the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education.** | | | | |

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| **Education and qualifications** |

**Please give details of your education with examination dates, results and qualifications obtained. Please include any continuing training relevant to the application.** Continue on a separate sheet if necessary. Evidence of qualifications may be requested.

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| **Institution / Provider** | **From** | **To** | **Examinations passed / qualifications gained / training course subject** |
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| **Reasons for applying for this post** |

**Please use the space below to give your reasons for applying, and with reference to the job description and person specification, describe why you feel you’re the right person to be the ROOTS Administrator.**

**Give details of how you spend your spare time, and what church activities you’re involved in, as relevant to the role.**

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| **Additional information** | |
| You will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)   1. Are you free to remain and work in the UK with no current immigration restrictions? Yes/No | Yes/No |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week.  Do you plan to undertake work for other employers, which would cause a breach of these regulations? | Yes/No |
| If **YES**, please give details: | |
| 1. If you are offered the position, when can you start OR how much notice must you serve with your current employer? |  |

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| **Declaration** | |
| I agree that any offer of employment with ROOTS for Churches Ltd is subject to satisfactory evidence of the right to work in the UK and satisfactory references. In accordance with the Data Protection Act 2018, it is agreed that ROOTS for Churches Ltd may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 2018. ROOTS for Churches Ltd is committed to the prevention, detection and elimination or fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 2018.  I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details. | |
| **Signed:** | **Date:** |