



Amphill Baptist Church

APPLICATION FORM

Section A

Please note that if you have a disability and you require this form, or submitting this form in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephoning.

Post applied for:	
How did you hear about this vacancy?	

Personal Details

Surname (including preferred title):	
First name(s):	
Address (including postcode):	
Email address:	
Contact telephone number:	
Are you eligible to work in the UK?	
Please state what documentation you can provide to demonstrate this, e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.	
Note: Should you be short-listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your right to work in the UK.	

Safeguarding Children, Young People and Adults

We are committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff to share this commitment and to undergo appropriate checks and be conversant with our Safeguarding policy.		
Do you hold a current DBS certificate?	YES	NO
Are you willing to apply for a DBS if you are successful in getting the post?	YES	NO

Section B

Present Post Details

Name and address of current or most recent employer:	
Telephone number:	
Date of appointment to organisation (DD/MM/YY):	
Job title:	
Contract type:	TEMPORARY / PERMANENT
Date of appointment to post, if different (DD/MM/YY):	
Type of appointment:	FULL-TIME PART-TIME
Salary details:	
Reason for leaving with date:	
Notice period:	
Please describe key responsibilities of your present/recent role:	

Previous Employment

Please list **all** your previous employments with your most recent position first and continue on a separate sheet where necessary.

Name and address of employer	Position held. Please state if Full-time or Part-time	Start date (mm/yyyy)	End date (mm/yyyy)	Reason for leaving

Education

Date (mm/yyyy)	School/College/Apprenticeships/University	Subjects taken	Examination Results/Grades

Please use the space below to explain any gaps in your employment.

Other experience relevant to the post, e.g. work experience, voluntary positions:

Other professional qualifications including membership of professional bodies:

Courses (relevant to this application and taken within the last 5 years). If necessary, please continue on a separate sheet.

In-service courses	Date (mm/yyyy)	Provider

Are you willing to take any courses ABC might request you to take?

YES

NO

ADDITIONAL INFORMATION

Driving Licence	
Do you hold a current driving licence?	YES NO

Disability	
Do you require any special arrangements to be made for your interview/assessment test on account of a disability?	YES NO
If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:	

Section C

Please complete the following sections, using additional space if necessary.

Why are you interested in applying for this post? We look forward to reading why you would be keen to do this role at ABC. Please refer to the Job Specification and role profile and clearly demonstrate how you meet the requirements of the role.

What key accomplishments can you describe (from your current and/or past roles) that suggest you are an excellent candidate for this position?

Referees

Please give the name and address of three people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although **Amphill Baptist Church** reserves the right to contact any of your former employers.

Please note that we may contact these referees if you are short-listed for this post and seek references before interview. Also, in relation to the work, we may seek information about any past disciplinary issues in relation to children, young people and adults and/or any protection concerns. If you have any concerns about this, please do not hesitate to contact **Sarah Duffy** at sarah.duffy@amphillbaptist.co.uk

Name	1st Referee – recent employer	2 nd Referee - recent employer (preferred) or a character reference who can vouch for your honesty, approachability and reliability	Personal referee
Name			
Position			
Organisation			
Relationship			
Address			
Telephone number			
Email address			
Can we approach prior to interview?	YES NO	YES NO	YES NO

Section D

Rehabilitation of offenders	
Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required). If yes, please give details below.	
Data Protection Statement	
Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them. I hereby give my consent to ABC processing the data supplied in this application form for the purpose of recruitment and selection.	
DECLARATION	
• I acknowledge that ABC is committed to safeguarding and promoting the welfare of children, young people and Adults. • I consent to criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the Police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006. • I agree to inform ABC if I am convicted of an offence after I take up any post within ABC. I understand that failure to do so may lead to the immediate termination of my employment. • I agree to inform ABC if I become the subject of a Police and/or a social services/ (Children's Social Care or Adult Social Services)/Social Work department investigation. I understand that failure to do so may lead to the immediate termination of my employment. • I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, all of which must be deemed by ABC as satisfactory.	
Signed:	Date:

Please return your completed application by **27th October 2025** by email to **admin@amphillbaptist.org.uk**

or by post, to Sarah Duffy, Operations Manager

Ampthill Baptist Church 48, Dunstable Street, Ampthill, Bedford MK45 2JS