



RECRUITMENT APPLICATION FORM

This application form plays an important part in your selection for employment at the Archdiocese of Liverpool. 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:			
Location:			
Surname:			
First Name(s): <small>Please state your name in full including any middle name(s)</small>			
Title (Mr, Mrs, Miss, Ms)			
Home Address:			
Tel No. (Home)		Email	
(Work)		NI No	
(Mobile)		If under 18 please state age	

I can confirm that I am currently, legally entitled to work in the UK.	Yes	<input type="checkbox"/>	No.	<input type="checkbox"/>
Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No.	<input type="checkbox"/>

Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice? If yes, please give details.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have a current driving licence?	Yes	<input type="checkbox"/>	No.	<input type="checkbox"/>
If yes, give details, including any endorsements.				

Please provide details of any special arrangements you may require to help you attend an interview.
e.g. interpreter, signer, wheelchair access etc.

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

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, starting with your present post. You may continue on an additional sheet if necessary.

The detail of your employment history provided below will be used to request employment references.

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.

[Empty response area for Section 4 – Experience and Relevant Skills]

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.

Name:	Name:
Address:	Address:
Tel No:	Tel No:

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 – Declarations

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.

I confirm that I am not knowingly seeking work in regulated activity with a sector from which I am barred to work. I understand that if I am appointed, I will be subject to the appropriate level of DBS check the post for which I am applying requires.

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

Permission to Request References

Please indicate below, your preference in relation to the requesting of references from your employer and character referees prior to an offer being made.

I give permission I do not give permission
(please tick as appropriate)

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 Archdiocese of Liverpool rejecting my application, or withdrawing any employment contract offered or, if employed, dismiss without notice.

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

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:

Human Resources, Liverpool Archdiocesan Offices, Croxteth Drive, Sefton Park, Liverpool L17 1AA