The information that you provide on this form will be used to make our initial selection. It is important that you relate your skills and experience to the criteria in the Person Specification for the job for which you are applying. Complete all relevant areas. Manchester Reform Congregation is committed to equal opportunities in the recruitment, training and retention of its employees. Please tell us if there any adjustments we need to make which would enable you to compete fairly for this job.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Information | | | | | | | |
|  | |  |  | |  |  |  |
| First Name | |  |  | | Last Name | | |
|  | |  |  | |
| Address 1 | |  |  | |  |  |  |
|  | |  |  | |  |  |  |
| Address 2 | |  |  | |  |  |  |
|  | |  |  | |  |  |  |
| City | |  | County | |  | Postcode |  |
|  | |  |  | |  |  |  |
| Phone | |  | Email Address | | | |  |
|  | |  |  | | |  |  |
|  | |  |  | |  |  |  |
|  | |  |  | |  |  |  |
| Current Salary | |  | Required Salary | |  |  |  |
|  | |  |  | |  |  |  |
| Where did you hear about this position? | | | | |  |  |  |
|  | |  |  | |  |  |  |
| Are you legally authorised to work in the United Kingdom? | | | | | | |  |
|  | Yes ⃣ | |  |  | | No ⃣ |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employment History | | | | | | |
|  |  |  |  | |  |  |
| Employer 1 – Company Name | | | | | | |
| Start Date | | | End Date | | | |
| Position | | | Salary | | | |
| Job Title of Supervisor / Manager | | | |  | | |
| Reason for Leaving | | | | | | |
|  | | | | | | |

|  |  |  |
| --- | --- | --- |
| Employer 2 – Company Name | | |
| Start Date | End Date | |
| Position | Salary | |
| Job Title of Supervisor / Manager | |  |
| Reason for Leaving | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Employer 3 – Company Name | | |
| Start Date | End Date | |
| Position | Salary | |
| Job Title of Supervisor / Manager | |  |
| Reason for Leaving | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Employer 4 – Company Name | | |
| Start Date | End Date | |
| Position | Salary | |
| Job Title of Supervisor / Manager | |  |
| Reason for Leaving | | |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Education & Training | | | | | |
|  |  |  |  |  |  |
| School / Higher Education | | | | | |
| Qualifications & Grades gained | | | | | |
|  | | | | | |
| School / Higher Education | | | | | |
| Qualifications & Grades gained | | | | | |
|  | | | | | |
| School / Higher Education | | | | | |
| Qualifications & Grades gained | | | | | |
|  | | | | | |
| School / Higher Education | | | | | |
| Qualifications & Grades gained | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Membership of Professional Associations and Associations and Institutions | | | | | |
|  |  |  |  |  |  |
| Name of Association/Institute | | | | | |
| Membership details and number | | | | Date | |
|  | | | |  | |
| Name of Association/Institute | | | | | |
| Membership details and number | | | | Date | |
|  | | | |  | |
| Name of Association/Institute | | | | | |
| Membership details and number | | | | Date | |
|  | | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| References | | | | | |
|  |  |  |  |  |  |
| We will not contact your referees without your prior permission | | | | | |
| Reference 1 – Name | | | | | |
| Job Title | | | Company Name | | |
| Email Address | | | Phone Number | | |
|  | | |  | | |
| Reference 2 – Name | | | | | |
| Job Title | | | Company Name | | |
| Email Address | | | Phone Number | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Health | | | | | |
|  |  |  |  |  |  |
| We are committed to Equal Opportunities. If you have any physical, learning or mental health conditions which could affect your ability to perform the particular job for which you are applying, please provide details of reasonable adjustments that we might be able to make to help you attend for interview or to do your job. | | | | | |
|  | | | | | |

You can always send further information requested or additional information on your skills and experience to [**cv@jacksonsrow.org**](mailto:cv@jacksonsrow.org)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Our initial selection process will be based on this application form. You should demonstrate how you meet the requirements of the Person Specification by completing the following section. For example, this can be through relevant skills and experience attained. | | | | | |
|  |  |  |  |  |  |
| Demonstrate that you have the relevant QUALIFICATIONS, SKILLS AND ABILITIES as stated in the Person Specification | | | | | |
|  | | | | | |
| Demonstrate that you have the relevant EXPERIENCE as stated in the Person Specification | | | | | |
|  | | | | | |

|  |
| --- |
| Demonstrate that you have the relevant SPECIAL KNOWLEDGE as stated in the Person Specification |
|  |

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| --- |
| Demonstrate that you have the relevant PERSONAL QUALITIES as stated in the Person Specification |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Declaration | | | | | |
|  |  |  |  |  |  |
| Should your application be successful, it is our policy that employees who have direct contact with children or vulnerable adults will be subject to a check by the Disclosure and Barring Service. In compliance with amendments made to the Asylum and Immigration Act 1996, we require all applicants to provide documentary evidence that they are legally permitted to work in the UK. | | | | | |
| I confirm that to the best of my knowledge and believe the information I have given is correct and I understand that any contract offered to me is based on the information provided. | | | | | |

|  |  |
| --- | --- |
| I confirm that to the best of my knowledge and believe the information I have given is correct and I understand that any contract offered to me is based on the information provided. | |
| Signed | Date |