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**APPLICATION FORM FOR A DISTRICT APPOINTMENT**

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| **Methodist District** | THE BEDFORDSHIRE, ESSEX AND HERTFORDSHIRE  DISTRICT OF THE METHODIST CHURCH |
| **Post** | District Property Officer |
| **Please return the completed application form to:** | Carol Griggs/Sarah Sutherland  Methodist District Office  E-mail: beh34office@gmail.com |
| **Closing Date:** | Thursday 18 November 2021 at 12 noon |

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| **For Office Use Only** | |
| **Date Received** |  |
| **Application No** |  |
| **Special needs at Interview** |  |
| **Shortlisted** | Yes  No |
| **Appointed** | Yes  No |

***Please complete this application form electronically in black type, 11- or 12-point font***

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| **1. PERSONAL DETAILS** | | |
| Post applied for: | District Property Officer | |
| Reference No: | BEH/21/8 | |
| Where did you hear about the post |  | |
|  |  | |
| **Title:** |  | |
| **Surname:** (Block letters) |  | |
| First names: |  | |
| **Address:** (Block letters) |  | |
|  | |
|  | |
| **Post Code:** |  | |
| **Telephone number:** | Home: |  |
| Daytime: |  |
| Mobile: |  |
| **E-mail address:** |  | |
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| **WORK PERMIT** Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the District can confirm any offer of appointment e.g. Passport or birth certificate.  Are you a UK or EU/EEA Citizen? (Please tick) Yes  No  If not, it is possible that you may not be eligible to work in the UK without a work permit.  Please indicate if you will require a work permit. (Please tick) Yes  No  If **“No”** please indicate the basis on which you are eligible to work in the UK. | | |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  Yes  NoIf yes, please supply further details: | | |

**INFORMATION FOR APPLICANTS**

Please read this information carefully before you complete the next part of the form.

* Thank you for expressing interest in this post.
* These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
* You should also have received a job description and person specification. These documents describe what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification and consider what experience you have that would equip you for this post.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* Do not think you have to fill in all the space below each question. You may find you wish to answer some questions more fully than others.
* Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
* Our policy on references is that we cannot accept references from relatives or members of the family. Where appropriate, one referee should be your line manager from your most recent employment.

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| 1. **EMPLOYMENT HISTORY**   List all employers starting with your present or most recent first. Please account for any gaps in employment. | | | |
| **Name and Address of Employer** | **Position Held** | **From To**  **Month/Year** | **Reason for Leaving** |
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| 1. **Why are you applying for this job?** | | | |
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| 1. **What particular proven abilities, qualities and other attributes would you bring to the post?** | | | |
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| 1. **How do you think you would do the job?** | | | |
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| 1. **What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.** | | | |
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| 1. **Additional Information**   **You are welcome to give additional information in the space below** |
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| 1. **REFERENCES**   Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant. | |
| **1.** | |
| **Name**: |  |
| **Position**: |  |
| **Organisation**  **Name and Address**: |  |
| **Email**: |  |
| **Telephone**: |  |
| **2.** | |
| **Name:** |  |
| **Position:** |  |
| **Organisation Name and Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **3.** | |
| **Name:** |  |
| **Position:** |  |
| **Organisation**  **Name and Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees? | |
| 1. **I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**   Signature:                           Date: | |