



Application Form

Please complete this application form electronically and email to nick.garrett@stnicolasbookham.org.uk, as soon as practicable but by 31 May 2024 at the latest. Please complete all sections of the form.

PART A: PERSONAL INFORMATION

| | |
|---------------------------|--------------------------|
| Post applied for : | Director of Music |
|---------------------------|--------------------------|

| | | | |
|--|--|---------------|--|
| Full name (block capitals): | | Title: | |
| Preferred name: | | | |
| Address: | | | |
| Telephone number (which we can use to contact you): | | | |
| Email address: | | | |
| Are you a UK or EU/EEA National? (yes/no) | | | |
| If you have answered 'no' to the above question, please answer this question: What is your current work authorisation status? Please supply details of any visa currently held, including start/expiry dates and details of any restrictions. | | | |

PART B: INFORMATION IN SUPPORT OF YOUR APPLICATION

1. Education and Training

Please give brief details of any relevant training and qualifications which you feel equip you for this role. Please provide dates beginning with the most recent.

2. Employment and Voluntary Work Experience

Please provide a relevant history (with dates wherever possible, beginning with the most recent) of previous employments and experience you may have of running and managing choirs and playing for church services, whether paid or voluntary. In accordance with CofE Safer Recruitment guidelines, please provide reasons for leaving prior employments and identify any that involve engagement with children or vulnerable adults

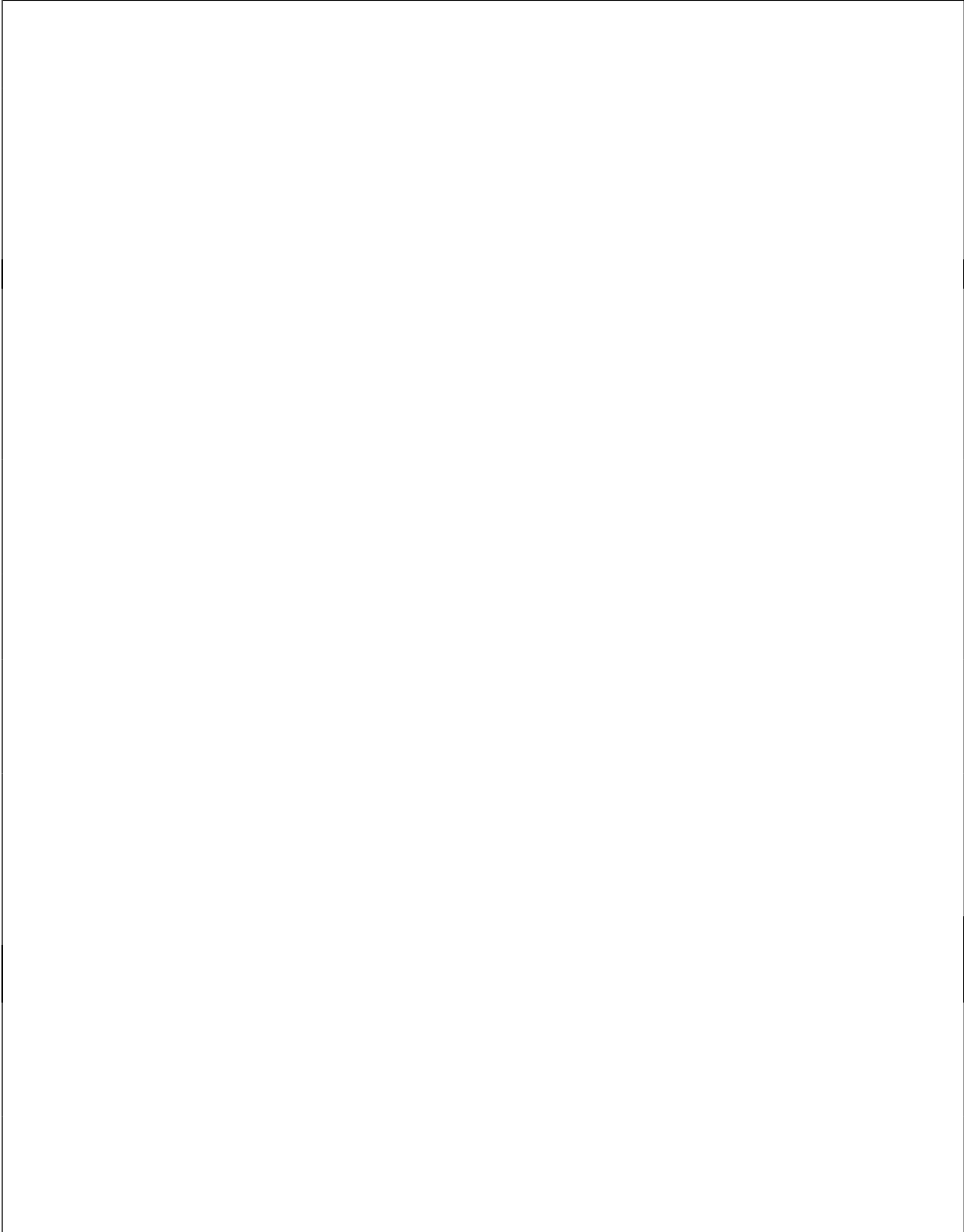
3. Interests and Recreation

Please briefly tell us about your interests, and any organisations you belong to. Please include church connections and current involvement. Again, if you work or volunteer with children or vulnerable adults, please identify this.

PART C: REASONS FOR APPLYING FOR THIS POST

This section is to record your reasons for applying for the post as well as a brief summary of how your experience, skills set, and personal qualities meet the requirements of the role. Please give examples of how you meet the criteria set out in the Job Description.

Please use this additional sheet if required.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to provide additional information or details if required.

PART D: REFEREES

Two references will be sought using the information provided in sections 2 and 3 above. Please provide details of your referees below. At least one should be directly related to your work with, or as a member of, a church or choral entity and if you are a member of a church, one referee must be from there. Referees must be over 18 and not be family members or relatives. References will not be taken up unless a job offer is made.

First Referee

| | |
|--|--|
| Name: | |
| In what capacity do you know this person? | |
| Phone: | |
| Email: | |
| Address: | |

Second Referee

| | |
|--|--|
| Name: | |
| In what capacity do you know this person? | |
| Phone: | |
| Email: | |
| Address: | |

PART E: ADDITIONAL INFORMATION

Disclosure of conviction(s)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. If your application is successful, you will be required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Confidential Declaration Form

In addition to this application form, please complete the Confidential Declaration Form which is part of the safeguarding process. Please email this to nick.garrett@stnicolasbookham.org.uk. This will not be shared with anyone else.

The necessary form with details of the information required is available at www.stnicolasbookham.org.uk/DoM.

Disability – Equality Act 2010

Please let us know if you require any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish to take into account when considering your application. Reasonable adjustments include provision of sign language, interpreters, altering the time of the interview, or making the interview room more accessible to you. If you would like to discuss your disability requirements further then please contact the Church office.

Are you a member or an active supporter of the British National Party or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church of England's commitment to promoting racial equality?

Yes/No

Where did you see this vacancy advertised?

Please specify

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When all sections of the form are completed please add your name and date before sending in your application. A physical signature is not required at this stage, but by adding your name electronically you agree that we may take that as satisfying the request for consent below.

To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.

| | | | |
|----------------|--|--------------|--|
| Signed: | | Date: | |
|----------------|--|--------------|--|