 

It is essential that you complete all the sections as fully as possible. Incomplete forms may not be processed further.

## Section 1 – Personal Details

|  |  |
| --- | --- |
| **Position applied for:** | ***Animate Youth Team*** |
|  |  |
| **Location:** | ***Lowe House*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | | |
|  |  | | | |
| **First Name:** |  | | | |
|  |  | | | |
| **Title (Mr, Mrs, Miss, Ms ….)** |  | | | |
|  |  | | | |
| **Home Address:** |  | | | |
|  |  |  |  | |
| **Tel No. (Home)** |  | **Email** |  | |
|  |  |  |  | |
| **(Work)** |  | NI No |  | |
|  |  |  | |  |
| **(Mobile)** |  | Date of birth | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a work permit to work in Great Britain | **Yes** |  | **No.** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **Yes** |  | **No.** |  |
|  | | | | |
| If yes, please give details.  *Please note that a criminal record may not necessarily exclude you from a volunteer role with the Archdiocese of Liverpool.* | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a current driving licence? | | **Yes** |  | **No.** |  |
|  |  | | | | |
| **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

|  |  |  |  |
| --- | --- | --- | --- |
| DateFrom | DateTo | School / College / University | Exams & Grade Achieved |
|  |  |  |  |

|  |  |
| --- | --- |
| Please give details of relevant training attended in the last two years | |
| **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.

Please continue on an additional sheet if necessary, attached securely to this application form.

Please note references will not be sought prior to an offer being made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of Employment** | Name and Address of Employee | Job title | **Final Salary**  **Reasons for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Section 4 – Experience and Relevant Skills

|  |
| --- |
| Please assess yourself against each of the selection criteria on the role 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. |
|  |

## Section 5 – Character References

|  |  |
| --- | --- |
| Please provide details below of two referees, who may provide additional information where necessary. | |
| **1.**  Name:  Address:  Tel No: | **2.**  Name:  Address:  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. position in school/university, Committee Member |
|  |

|  |
| --- |
| Please provide any further information relevant to your application |
|  |

|  |  |
| --- | --- |
|  |  |

## Section 7 – Declaration

|  |
| --- |
| 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 offer of a volunteer position or, if offered a post, dismiss without notice.  **Signed: Dated:** |

**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:

Fr Simon Gore I Lowe House I Crab St I St Helens I WA10 2BE