**Durham Christian Partnership**

Durham Christian Partnership

MILE House, Bridge End

Chester-le-Street, DH3 3RA

0191 303 8623 office@durhamcp.org.uk

www.durhamcp.org.uk

**Staff Application Form**

**Part 1 - General**

*(If you have any questions or would like help completing it please contact the office 0191 303 8623)*

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| 1. **Personal Details**   Title:\_\_\_\_\_\_\_\_ Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel (day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (eve): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  National Insurance No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (If you cannot provide a National Insurance Number please bring proof of your entitlement to work in the UK if you are invited to an interview) |
| 1. **Which job are you applying for?**   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If offered the position, when would you be able to start?** |
| 1. **Details of any criminal record**   *(Some roles will require a Disclosure and Barring Service check – if this is necessary we will contact you with further information.)*  Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules\*? Yes  No  Do you have a police enquiry or prosecution pending? Yes  No  If yes please give dates and details:  *(This role is exempt from the Rehabilitation of Offenders Act 1974, and you are required to disclose all convictions, cautions, reprimands or final warnings, including those that have been spent).*  I agree to Durham Christian Partnership doing a check with the Disclosure & Barring Service:  Yes  No  I already have been CRB/DBS checked  (please attach a photocopy)  *(A criminal record does not necessarily bar you from becoming an employee and cases will be assessed on a individual basis.) \*available at www.gov.uk/government /publications/dbs-filtering-guidance* |
| 1. **Declaration**   I declare that to the best of my knowledge the information given in this form and accompanying documents is true and accurate.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please respond to the two questions below – use another sheet if necessary.** |
| **Tell us what attracts you to this role and why you are applying for it. (300 words max)** |
| **Using the Person Profile as a guide, show how your previous experience suits you to the role.** |
| **Please provide details of two referees (one should be from a recent employment or volunteer role):**  **Personal details of referee 1:**  Title: Name:  Address:  Tel no: Email:  How long have you known the referee?  In what capacity have you known the referee?  **Personal details of referee 2:**  Title: Name:  Address:  Tel no: Email:  How long have you known the referee?  In what capacity have you known the referee? |

Please return the form and an up to date CV to [office@durhamcp.org.uk](mailto:office@durhamcp.org.uk) or to the MILE House address at the top.