**Application form notes**

**Additional Information to help you in your application**

**General points**

Make sure your application relates to the job description for the specific job for which you are applying. When you have finished your application re-read it and check for any errors or omissions. Make sure your application form is submitted by the closing date if stated.

**Education and qualifications**

List the qualifications you possess including grades. There is no need to list failed exams. If you are the preferred candidate we may need to see evidence of essential qualifications.(Please note this does not mean we need to see all your qualifications.)

**Training and memberships**

List any formal, informal, or on the job training you have received. Selection will be based on the education and training listed in the person specification.

**Current or most recent employment**

Please state your employer’s name, address and telephone number in full. Do not go into too much detail, but list the main activities of the job.

**Previous employment**

Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.

**Flexible working**

Flexible working arrangements can be discussed at interview.

**Eligibility to work in the UK**

Before you are employed, an employer must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you are currently eligible to work in the UK and, if there are any time restrictions on this, when eligibility expires.

**References**

No offer of appointment will be made until references that are satisfactory to St. Martin’s, are received. Referees must be able to produce information about your suitability for the post.

You will need to provide the names of two referees. One should be your most recent employer and the second a previous employer or someone who can give information relevant to the job.

If you are a school or college leaver please give the name of your Head Teacher or Tutor.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed ‘To whom it may concern’ are not acceptable.

If you have been self-employed, or employed by an organisation that has ceased trading, give the name of an official such as an Accountant or Bank Manager who can vouch for that period.

References will only be taken up if you are the preferred candidate for the post you are applying for.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

**Disability**

If you have declared a disability on your application and you meet the essential criteria for the job, you will be guaranteed an interview. This does not guarantee you the job. At interview you will be assessed along with all the other candidates. You do not have to declare a disability, but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us. If you are shortlisted for interview and/or assessment, please let us know if you need any special assistance at interview, for example if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

**What happens next?**

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process.

If you do not receive an invitation for interview you can assume that your application has not been successful. If you would like feedback on the reasons why you have not been shortlisted, please contact the vicar.

If you are not successful in your application, please do not be discouraged from applying for other jobs with St. Martin’s. Your skills and experience may be more suitable to another vacancy.