

Job description and person specification criteria

This post is supported by a job description and person specification. Please read these carefully. The person specification lists the essential skills, experience and qualifications, which are necessary for the job. These are the criteria against which you will be assessed. You should pay particular attention to these criteria and demonstrate how you meet the requirements of the job in your application form and at the interview.

You should give specific examples in each box of how your skills knowledge and experiences meet the corresponding person specification criteria.

When we shortlist, we can only use the information that you provide and if you do not describe how you meet all of the criteria you may miss the chance of being shortlisted for a job that you might be able to do. Please make your case clearly and concisely in the fields provided.

Please ensure that you give evidence and examples of how your skills knowledge and experiences meet the shortlisting requirements

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Disability

A disability does not preclude consideration for the job, and applications from suitably qualified or experienced persons with disabilities are welcome. All information provided by applicants will be treated as confidential.

Do you believe that you have a disability as described by Section 1 of the Disability Discrimination Act 1995 (i.e. “a physical or mental impairment which has a substantial and long-term adverse affect on your ability to carry out normal day-to-day activities”)?	
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If yes, please describe what arrangements we will need to make to:

a) ensure that we can interview you effectively if you are shortlisted for this post

b) employ you if you are successful in your application for this post

It would be helpful to us if you could describe your disability to us, but failure to do so will not be held against you. The information will be used to ensure that we are better able to provide a suitable working environment for you, if you are appointed.

Health

A health problem does not necessarily preclude consideration for the job and applications from suitably qualified/experienced persons are welcome. All information provided by applicants will be treated as confidential.

Do you or your dependents have a health problem that is relevant to your application?	
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If yes, please give details

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How many days sickness have you taken in the last 2 years? days

Declaration and Signature

Declaration

If any particulars given by you in this application are found to be false, or if you willfully omit or suppress any material facts, any offer of employment may be withdrawn. Alternatively, if you are appointed, when the correct facts come to light you may be liable to dismissal.

I declare that to the best of my knowledge and belief that the information given on this form is correct

Signed:

Date:

Equality & Diversity Monitoring

The Free Church wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return complete the form below with your application

Gender Man Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age
16-24 25-29 30-34 35-39 40-44 45-49 50-54
 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say