**APPLICATION FOR a discipleship year internship**

**WITH St Stephen’s Church**

**(Strictly private & COnfidential)**

Please submit your completed application and supporting statement to: Nicola Patel, Operations Director at nicolapatel@st-stephens.org.uk Please complete this form in full as CVs are not accepted.

|  |
| --- |
| **Part A – 1. APPLICANT’S PERSONAL DETAILS** |
| SURNAME:       | TITLE (Mr, Mrs, Ms etc.):       |
| FORENAMES:       | PREVIOUS NAME(S) (if applicable):       |
| PERMANENT ADDRESS:       |
| TEMPORARY ADDRESS (if different):       |
| WORK TELEPHONE:       | HOME TELEPHONE:       | MOBILE NUMBER:       |
| EMAIL:       |
| Please answer the following questions:Are there any restrictions on your being resident or being employed in the UK? Yes [ ]  No [ ]   If yes, please give full details including relevant visa details:       |

|  |
| --- |
| 1**. EDUCATION** |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | EXAMINATIONS PASSED WITH GRADES |
| Secondary School or College:      |       |       | GCSE or equivalent:      A Levels or equivalent:       |
| University:      |  |  | Main subject(s):      Degree and date awarded:      Class of degree:      Full-time/Part-time:       |
| Postgraduate Study:       |  |  | Qualification:      Date awarded:       |

|  |
| --- |
| **2. VOLUNTARY OR UNPAID WORK EXPERIENCE**  |
| NAME OF ORGANISATION AND ADDRESS | FROM | TO | RESPONSIBILITIES |
|  |  |  |  |

|  |
| --- |
| **3. PREVIOUS EMPLOYMENT (start with your most recent employment and list in descending date order)**  |
| Name and address of church, charity, company or, organisation (if applicable) | Job titleand reason for leaving | Salary | Fullor part-time? | Dates |
| From | To |
|       |       |       |       |       |       |

|  |
| --- |
| **4. REFERENCES** |
| Please give the names of three referees. If you are applying for the Youth Internship then one of your referees should be in a position to vouch for your work with young people (ideally a ministry or club leader). One referee should be a close Christian friend who can comment on your character and spiritual journey to date. Please note that references will not be requested prior to interview. |
| i) Name:       Position:       Address:       Telephone number:       Email address:       Relationship to you:       |
| ii) Name:       Position:       Address:       Telephone number:       Email address:       Relationship to you:       |
| iii) Name:       Position:       Address:       Telephone number:       Email address:       Relationship to you:       |

|  |
| --- |
| **7. SUPPORTING STATEMENT** |
| Your application should be supported by a letter of not more than 1 side of A4 (11pt), addressing the criteria in the personal specification for this internship and your motivation for applying for this particular role. In this supporting statement you may wish to address the following, which will be explored at interview:1. Briefly explain how you became a Christian.
2. Explain why you are applying for this internship, what you want to get out of this discipleship year with St Stephen’s and any particular ministry areas you would like to focus on.
3. Have you got any particular skills/talents that you would like to let us know about that are relevant to the role?
 |

|  |
| --- |
| **6. ADDITIONAL INFORMATION**  |
| Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if there any reasonable adjustments that may be necessary for us to make as part of the recruitment process and/or if we were to offer you the role you are applying for. |
| **Declaration** I understand that under the terms of the Asylum and Immigration Act 1996 should I be successful for the post for which I am applying, I will provide an original document\* showing my entitlement to work in the UK.\*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.To the best of my knowledge the information on this form is correct. I am in possession of certificates, which I claim to hold. I understand that wilful falsification or omissions may result in the internship ceasing.I declare that I am not on List 99 or disqualified from working with children.I consent to the processing of personal data as defined in the Data Protection Act 1998. |

Name

Signature       Date

|  |
| --- |
| **Part B – EQUAL OPPORTUNITIES MONITORING** This section will be removed prior to shortlisting |
| This Equal Opportunities Monitoring is separated from your application upon receipt and will neither be seen by the selection panel, nor by anybody else outside of the HR team at any time during the recruitment process or your potentially ensuing employment. The information on this form is treated as confidential to St Stephen’s PCC and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory. |
| **Post applied for:**      Where did you see this post advertised? If seen on internet, please specify website:       |
| **Gender**Please indicate your gender: Male [ ]  Female [ ] Was your gender registered differently at birth or is it possible that it may change in the future? Yes [ ]  No [ ]  Prefer not to say[ ] **Age**Please indicate your age: 16 – 25 [ ]  26 - 35 [ ]  36 - 45 [ ]   46 – 55 [ ]  56 - 65 [ ]  65 + [ ]  |
| **Sexual Orientation**Do you consider yourself to beHeterosexual [ ]  Bisexual [ ]  Gay / Lesbian [ ]  Prefer not to say *[ ]*  |
| **Religious Belief**Which one of the following best describes your religious belief?Atheism [ ]  Buddhism [ ]  Christian [ ]  Hinduism [ ] Islam [ ]  Judaism [ ]  Sikhism [ ]  No belief [ ] Prefer not to say [ ]  Other [ ]  *Please specify*       |
| **Disability**Do you consider yourself to have a disability? Yes [ ]  No [ ]  Prefer not to say *[ ]*  |
| **Ethnic Origin**Choose one section from A-E and then tick the appropriate box to indicate your cultural background |
| **A** White[ ] British  [ ] English[ ] Scottish [ ] Welsh [ ] Other, please write in[ ] Irish[ ] Any other White background, please write in      **B** Mixed[ ] White and Black Caribbean[ ] White and Black African[ ] White and Asian[ ] Any other Mixed background, please write in      **C** [ ] Chinese British, Chinese English,  Chinese Scottish, Chinese Welsh[ ] Chinese | **D** Asian [ ] Asian British, Asian English, Asian Scottish, or Asian Welsh [ ] Indian [ ] Pakistani[ ] Bangladeshi[ ] Any other Asian background, please write in      **E** Black [ ] Black British, Black English, Black Scottish, or Black Welsh[ ] Caribbean[ ] African[ ] Any other Black background, please write in      [ ] Any other background, please write in       |