

**APPLICATION FORM FOR AN INTERNSHIP WITHIN THE METHODIST CHURCH**

**CONFIDENTIAL**

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| **Post:** | **Children and Families Intern** |
| **Methodist Church/Circuit:** | **Plymouth Methodist Central Hall** |
| **Circuit No.** | **24/02** |
|  |  |
| **Please return the completed application form to:** | Plymouth Methodist Central Hall  Eastlake Street  Plymouth PL1 1BA  E-mail: office@pmch.org.uk  Telephone: 01752 660997 |
| **Closing Date:**  **Interviews:** | **23rd June**  **W/C 1st July 2024** |

Please complete this application in black ink or black type

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| **1.PERSONAL DETAILS** | | |
| This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with \* must be completed. | | |
| Post(s) applied for: |  | |
|  |  | |
| Where did you hear about the post? |  | |
|  |  | |
| **Title:** |  | |
| **Surname:** (Block letters) |  | |
| First names: |  | |
| **Address:** (Block letters) |  | |
|  | |
|  | |
| **Post Code:** |  | |
| **Telephone number:** | Home: |  |
| Daytime: |  |
| Mobile: |  |
| **E-mail address:** |  | |
|  | | |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  Yes  NoIf yes, please supply further details: | | |
| **EQUAL OPPORTUNITIES**:  In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated. | | |

**INFORMATION FOR APPLICANTS**

Please read this information carefully before you complete the next part of the form.

Thank you for expressing interest in this post.

* These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
* You should also have received a job description. This document describes to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description, and consider what experience you have that would equip you for this post.
* We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
* Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
* Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
* Your personal information will be removed and will not be submitted to the interviewing panel.
* Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be from your most recent employment and the other should be a leader from your current church.

***Please note that these three pages will not be seen by the interview panel, therefore this initial information will not prejudice your interview.***



**APPLICATION FORM**

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| Applicant To Complete | |
| **FULL NAME** |  |
| **POST TITLE** | **Children and Families Internship** |
| **Methodist Church** | **Plymouth Methodist Central Hall** |
|  |  |
|  |  |
| **Closing Date** | **23rd June 24** |

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| **For Office Use Only** | |
| Date Received |  |
| Application No |  |
| Special needs at Interview |  |
| Shortlisted | Yes  No |
| Appointed | Yes  No |

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| --- | --- | --- | --- |
| 1. **EMPLOYMENT/VOLUNTEER HISTORY**   List all employers starting with your present or most recent first. Please account for any gaps in employment. | | | |
| **Name and Address of Employer/Organisation** | **Position Held** | **From To**  **Month/Year** | **Reason for Leaving** |
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| 1. **Why are you applying for this internship?** |
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| 1. **What particular (1) proven abilities, (2) qualities and (3) other attributes would you bring to the post?** |
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| 1. **What qualifications/certificates do you have which are relevant to this post? Please give details – date, awarding body, grades etc.** |
|  |
| 1. **Additional Information**   You are welcome to give additional information, which may be written, in the space below. |
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| 1. **REFERENCES**   Please give the names, postal & email addresses, and telephone numbers of two or three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and your current church leader. | |
| **1.** | |
| **Name**: |  |
| **Position**: |  |
| **Organisation**  **Name and Address**: |  |
| **Email**: |  |
| **Telephone**: |  |
| **2.** | |
| **Name:** |  |
| **Position:** |  |
| **Organisation Name and Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **3.** | |
| **Name:** |  |
| **Position:** |  |
| **Organisation**  **Name and Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees? | |
| 1. **I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**   Signature: Date: | |

***Last Date Modified***: May 2024