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**OPP Application Form**

**Mid-Glamorgan Prayer Advocate**

**(Cynon Valley)**

**Please read these notes carefully before you complete the application form.**

**Thank you for expressing interest in a post within the Methodist Church. These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.** **We look forward to receiving your application.**

* 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.
* Provide examples when you make statements. For example, “I work well in a team, for example I helped a colleague fill envelopes when she was very busy and had lots of envelopes to send out.” – try to describe an example of when and how you contributed to a team.
* Pages 2 - 4, asks you to provide personal information, this be removed before the panel see your application and retained in the HR Team Office.
* Our vacancies are UK-based and applicants from outside the EU will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from non-EU nationals who do not hold the appropriate documentation until all employment options within the EEA have been exhausted. All applicants appointed by the Methodist Church or other Methodist employing bodies are required to produce evidence of eligibility to live and work in the UK. Detailed information on the UK’s immigration categories can be obtained from the UK Border Agency website <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>
* Complete the form in type or black ink to ensure it photocopies clearly.
* Please do not attach a CV to your application form. These will not be forwarded to the shortlisting panel.

**PLEASE EMAIL YOUR APPLICATION FORM to:** [**recruitment@methodistchurch.org.uk**](mailto:recruitment@methodistchurch.org.uk)

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| **1. PERSONAL DETAILS** | | | |
| This information will be held within the Development & Personnel Office. Please make sure that all parts of the application form are filled. | | | |
| OPP project applied for | Mid-Glamorgan Prayer Advocate | | |
| Region (if applicable): | Wales |Cymru | | |
| Where did you hear about the post |  | | |
|  |  | | |
| **Title:** |  | | |
| **Surname:** (Block letters) |  | | |
| First names: |  | | |
| **Address:** (Block letters) |  | | |
|  | | |
|  | | |
| **Post Code:** |  | | |
| **Telephone number:** | Home: |  | |
| Daytime: |  | |
| Mobile: |  | |
| **NI number:** | **E-mail address:** | | |
|  | | | |
| **Immigration Status**  Do you already have the legal right to work in the UK?  Yes  No | | | |
| If yes, please write in any conditions (e.g. end date, Visa type etc.): | | | |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? | | | Yes  No |
| If yes, please supply further details: | | |  |



**EQUALITY & DIVERSITY MONITORING FORM**

The Methodist Church aims to have a workforce that reflects the diversity of talent, the proven abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff are treated equally and fairly.

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 this equality and diversity monitoring form. If you do not wish to complete any section of this form, please tick the appropriate preferred not to say box.

This monitoring form will be detached from the application form prior to shortlisting. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

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| **Post applied for :** |  |

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| **Age**: | 16 - 17 | 18 - 23 | 24 - 30 | 31 - 40 | 41 - 50 |
| 51 - 60 | 61 - 65 | 66 - 70 | 70 + | Prefer not to say |

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| **Sex :** | Male | Female | Prefer not to say |
| Is the sex you indicated the same as your sex at birth?  Yes  No  Prefer not to say | | |

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| **Disability:** | | | |
| *The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities".* | | | |
| Do you consider yourself to have a disability? | Yes | No | Prefer not to say |
| If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below: | | | |

| **Ethnicity** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Asian* |  | British | | *Black* |  | British | |
|  | Indian | |  | African | |
|  | Pakistani | |  | Caribbean | |
|  | Chinese | |  | Other black background | |
|  | Other Asian background | |  |  | | |
| *White* |  | British | | *Mixed* |  | White & Asian | |
|  | Irish | |  | White & Black African | |
|  | European | |  | White & Black Caribbean | |
|  | Other white background | |  | Other mixed background | |
| Other (please specify) | | |  | | Prefer not to say | |  |

| **Religion/Belief/Faith:** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Baha’i | Buddhist | Christian | Hindu | | Jain | | Jewish |
| Muslim | Sikh | Other (please specify)  ……………………………………… | | No Religion | | Prefer not to say | |

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| **Sexual Orientation:** | | | | | |
| Bisexual | Gay man | Gay woman | Heterosexual/  straight | Other (please specify)  ……………………………………… | Prefer not to say |

**Thank you for assisting us by completing the Questionnaire**

**INTENTIONALLY LEFT BLANK**



**APPLICATION FORM**

|  |  |
| --- | --- |
| Applicant To Complete | |
| **FULL NAME** |  |
| **OPP PROJECT** | **Mid-Glamorgan Prayer Advocate** |
| **LOCATION** | **Cynon Valley** |
| **CLOSING DATE** |  |
| **Please return the completed form to:** | Development & Personnel Office **Methodist Church House**  **25 Marylebone Road**  **London NW1 5JR**  **e-mail:** [**recruitment@methodistchurch.org.uk**](mailto:recruitment@methodistchurch.org.uk)  **Telephone: 020 7467 3769**  **Fax: 020 7467 5284** |

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| **1. Work Experience**  **Please give details below of any work experience (paid or unpaid, including voluntary roles or work experience gained through school/college/university work-related learning placements)** | | | |
| **Employer** | **Position Held** | **From To**  **Month/Year** | **Responsibilities** |
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| **2. EDUCATION AND TRAINING**  Please look at the **Essential** **and** **Desirable** requirements in the Person Specification and list details of any **Education and Training**, which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates. | | |
| **Qualification** | **Date Obtained** | **Grade and Membership Number (if applicable)** |
| **School** |  |  |
| **College/University** |  |  |
| **Other** |  |  |

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| **4. Proven Ability**  **Below we have listed the Person Specification criteria in the Job Description**  **Give examples of how you meet each of the criteria** |
| **Able to understand the different pressures facing children and young people.**  **Able to use social networking websites**  **IT literate, proven ability to use Microsoft Office packages (Excel, Outlook, Word).** |
| **5. Special Knowledge & Skills**  **Below we have listed the Person Specification criteria in the Job Description**  **Give examples of how you meet each of the criteria** |
| **Good Interpersonal Skills**  **Has a basic understanding of good Youth Participation**  **Good Communication, influencing and negotiation skills**  **Prepared to work some irregular hours, including overnight and weekends**  **Prepared to travel within the UK**  **Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.** |

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| **4. Project Specific Requirements**  **Below we have listed the Person Specification criteria in the Job Description**  **Give examples of how you meet each of the criteria** |
| **Able to engage with children and young people of a variety of ages and backgrounds**  **Enthusiasm for evangelism and prayer**  **Experience or understanding of 24/7 or similar prayer movements.**  **Able to engage with adults of retirement age from a variety of backgrounds**  **Creativity and imagination**  **Developing confidence to use own initiative**  **Art, music or drama**  **Sensitivity to and interest in the history, culture and language of Wales** |

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| **REFERENCES**  Please give the full names (including titles), email address and contact addresses of two people from whom we may obtain character references. Your referees must have known you for at least one year and should not be related to you. | |
| **1.** | |
| **Name**: |  |
| **Position**: |  |
| **Organisation**  **Name and Address**: |  |
| **Email**: |  |
| **Telephone**: |  |
| **In what capacity have you known this person?** | |
| **2.** | |
| **Name**: |  |
| **Position**: |  |
| **Organisation**  **Name and Address**: |  |
| **Email**: |  |
| **Telephone**: |  |
| **In what capacity have you known this person?** | |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees? | |
| **10. 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 / suspended from appointment (subject to the complaints and discipline process) within the Methodist Church.**  Signature:                           Date: | |