



Application form – Children and Families Worker

Please complete this form electronically and return to vicar@prudhoeparishchurch.org.uk before the closing date of Monday 28th September 2026.

Personal information

Surname		Forename(s)	
Preferred title		Known as	
Address	Preferred tel. no		
	Email		
Postcode		NI number	

Part A: Current Employment

Present employment (most recent if unemployed)

Employer's name, address and nature of business:	Job Title:
	Full-Time or Part-Time & Salary:
	Date started:
	Date left:
	Notice required:

Please provide a brief description of your duties and your achievements relevant to the post.
Please give your reason for leaving if relevant.

Part B: Previous employment history

From/To Month/Year	Name and address of employer and nature of business	Position held, brief description of responsibilities and achievements	Reason for leaving

Part C: Education, training and professional qualifications/membership

Please list all education and qualifications. Please complete in chronological order, starting from the most recent.			
Full name of educational institution	Qualifications	Grade	Dates (From / To)
Training and Development – list relevant training and development undertaken			
Place of study / awarding body	Qualification	Grade	Dates (From / To)
Current membership of professional bodies and professional qualifications if applicable			
Name of professional body/qualification	Class/Grade of membership	Method of study	Dates (From / To)

Part D: Information in support of your application

Please use this section to explain your reasons for applying for this position and to describe how you meet the person specification. Examples can be taken from your employment, volunteering, community and extra-curricular activities.

Part E: References

All appointments with St Mary Magdalene's Church include consideration of two satisfactory references. Please provide the names and addresses of two people who know you well and who will be able to comment on your suitability for the post you are applying for. If you are shortlisted for this position, we will contact your referees prior to interview in accordance with our safer recruitment procedures. Please inform your referees before submitting your application. St Mary Magdalene's Church may wish to contact additional employers identified on your application form but will only do so with your permission.

Referee Number 1: Current/Most recent employer	
Name	
Job Title	
Phone	
Email	
Address including postcode	
How do you know this person?	

Referee Number 2: Employer, tutor, priest or similar	
Name	
Job Title	
Phone	
Email	
Address including postcode	
How do you know this person?	

Disclosure of conviction(s)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be considered. You are required to disclose any convictions which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)	Yes	No
If yes, please give details of date(s), conviction(s), caution(s), reprimand(s) or final warnings(s) and sentence(s) passed.		

Disability Access: Do you require any special access for the purposes of an interview?

Yes / No

If yes, please describe any special conditions or adjustments required on a separate sheet.

Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulations. Individuals have on written request, the right of access to personal data held about them.

St Mary Magdalene's Church treats personal data collected during the recruitment process in accordance with its statutory obligations on data protection and its data protection policies. Information about how your data is used and the basis for processing your data is provided in the Church's Privacy Notice and further information is available by contacting pgascoigne@prudhoe parishchurch.org.uk.

Declaration

By submitting this application that to the best of my knowledge and belief, I declare that the information supplied by me in each section of this form is complete and correct. I hereby consent to St Mary Magdalene's Church processing the data supplied in this application form for the purposes of recruitment and selection activities, including monitoring.

Please note: Any false, incomplete or misleading statements may lead to dismissal.

Please email your completed application form by the closing date of

Monday 28th of September 2026 to:

vicar@prudhoe parishchurch.org.uk

Please note: Your application form must be returned in a Microsoft Word or compatible format. Failure to return your application in a Microsoft Word or compatible format may prevent your application being progressed to the shortlisting stage.