

**The Fosse Group of Churches**

 **Nottinghamshire**

 **Director of Music/Choir Director**

**Application Form**

 **Section 1: Please give your contact details**

|  |
| --- |
| Name |
| Address |
| Email |
| Telephone (landline and/or mobile)  |
| Do you currently hold a British passport or have indefinite leave to remain and work in the UK with no current immigration restrictions? |  |
| Are you willing to undertake an enhanced DBS check? |  |

 **Section 2: Please give the contact details of two referees whom we may contact**

 At least one should be an ordained minister and one should be a layperson.

 Please check that each person is happy to offer a reference.

|  |
| --- |
| Name |
| Address |
| Email |
| Telephone (landline and/or mobile)  |
| Relationship with applicant | Approach before interview Y/N? |

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| --- |
| Name |
| Address |
| Email |
| Telephone (landline and/or mobile)  |
| Relationship with applicant | Approach before interview Y/N? |

**Section 3: Please provide a curriculum vitae or résumé** (This can be inserted electronically below or provided as a separate document. Please note that a CV on its own will not be accepted).

 Please be sure to include any qualifications or experience that you consider relevant to this position.

**Section 4: Please provide a covering letter** (Please provide this as a separate document).

Having read the advertisement and job description, please tell us in your letter why your character, training and experience make you particularly suitable as our Director of Music, why you would like this position and what vision you would bring with you to fulfil its potential.

 Please do not feel obliged to write at any greater length than you need to make your key points. Your letter should not be longer than 1000 words.

**Section 5: Declaration**

 *Please read this carefully before signing this application*

 a)  I confirm that to the best of my knowledge and belief, the provided information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

 b)  I understand that The Fosse Group has in place safer recruitment practices, and I agree that where a role may require criminal records checks The Fosse Group will apply to the Disclosure and Barring Service for the appropriate level of disclosure. Should a required disclosure not be satisfactory; any offer of employment may be withdrawn, or employment terminated.

 c)  I understand that Clergy and employed lay people working for The Fosse Group have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) and may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England’s commitment to promoting racial equality. This explicitly includes the British National Party and the National Front. I can confirm that I am able to comply with this.

 d) I consent to The Fosse Group holding my data and all confidential information given on this form either electronically or in paper for a suitable period, pursuant to the General Data Protection Regulations.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Electronic signatures are acceptable)*

**Section 6: Please return your application**

Please return your completed application to:

The Reverend Ruth Colby,

The Vicarage

Woods Lane

Flintham

Nottinghamshire

NG23 5LR

 Applications by email to **revruthcolby@gmail.com** are welcome.

 Interviews and auditions will take place at St Peter’s church in East Bridgford – further details will be sent to short-listed candidates.

 Should you require any further information about this position, please do not hesitate to contact Reverend Ruth Colby on 01636 924383, or email **revruthcolby@gmail.com**

*Thank you for your interest in this position*.