



Townhill Park Community Centre  
Meggeson Avenue  
Southampton  
SO18 2FH  
Tel: 023 8023 4000  
Email: admin@citylife.org.uk

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Post applied for:

How did you become aware of this vacancy?

If you saw an advertisement, please state where you saw it:

### 1. PERSONAL DETAILS

Surname: ..... Mr/Mrs/Miss/Ms/Other: .....

First Name(s): .....

Maiden / All Former Name(s): .....

Home/Private Address: .....

.....

..... Postcode: .....

Telephone (home): ..... Work: .....

Mobile: ..... E-mail: .....

Are you related to any current member of staff or trustee of the charity? Yes / No

If yes, please provide details: .....

May we contact you at work? Yes / No

## 2. DATA PROCESSING

City Life Church follows the regulations set out in the Data Protection Act 2018 (<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>). We aim to take every possible measure to protect your information at all times. You can view the comprehensive City Life Church privacy policy at [www.citylife.org.uk/privacy-policy](http://www.citylife.org.uk/privacy-policy).

City Life Church collects and processes personal information and special category data in order to carry out its contractual obligations. It may be necessary at times to share personal data with third parties to carry out these obligations.

All data will be securely held for a minimum of 50 years and access limited to those who need it to carry out their roles in relation to this volunteering position.

City Life Church is subject to legal obligations to share personal data in circumstances but only where the law requires us to. City Life is also required to share such data upon receipt of a valid request for information, e.g. providing information in response to a court order.

Under the General Data Protection Regulation 2018 (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

You also have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Disclosure Check: please confirm that you understand and agree to a Disclosure (DBS) check should we wish to appoint you to a role involving working with children, young or vulnerable people.

I confirm that the submitted information is correct and complete.

Signature		Date	
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## 3. Documents included with this application

Please tick to confirm that the below forms have been completed and returned along with this application form:

- Equality and Diversity Monitoring Form
- Self-Disclosure Form

These forms will be separated from the application form and not have any influence on the shortlisting process.

**4. EDUCATION / QUALIFICATIONS / TRAINING / COURSES**

SCHOOL / FURTHER / HIGHER EDUCATION / OTHER RELATED TRAINING:

Dates from and to	Establishment/Organiser (Name and Address)	Course Undertaken / Qualification Obtained	Grade/Level

PROFESSIONAL BODIES OF WHICH YOU ARE A MEMBER: Please give full details of the level of membership, when this was obtained and the expiry date of the membership: .....

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**5. EMPLOYMENT**

CURRENT/MOST RECENT POSITION:

Employer: ..... Type of Organisation: .....

Job Title: ..... Salary: ..... Start date: ...../...../.....

Brief description of duties / responsibilities: .....

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Are you still employed? **Yes / No** If yes, notice required: .....

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If no, leaving date: ...../...../..... Reasons for leaving: .....

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**EMPLOYMENT HISTORY** (Covering at least the last seven years, most recent employment first). Please account for all gaps in employment history, including voluntary or community work.

Dates from and to	Name and Address of employer. Type of organisation	Job Title and Main Duties	Reason for leaving

Please continue on a separate sheet if necessary.

Please give details of current/last salary.....

Have you previously worked within the voluntary sector? **Yes / No**

If yes, please state the organisation, the start/finish dates and the type of work undertaken: .....

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**6. SUPPORTING STATEMENT**

With close reference to the Job Description and Person Specification, please give an account of experience, knowledge, skills and training you have had which you feel meet the requirements of the post. Please include any other information you feel relevant in support of your application.

Ruled lines for writing.

Please continue on a separate sheet if necessary.

7. ETHOS AND SAFEGUARDING

City Life Church requires their employees to identify with their ethos and values. How are you able to demonstrate this?

Ruled lines for writing.

City life Church is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an

enhanced DBS check where appropriate. Please outline your understanding and experience of safeguarding below.

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**8. COMMUNICATING EFFECTIVELY WITH DIVERSE GROUPS**

What experience do you have of communicating with people from other cultures?

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**9. REFERENCES (please note that references are normally obtained before an interview)**

Please submit two referees, one of which must be from your current/most recent employer  
If your current role doesn't include working with children or vulnerable adults but you have worked with them in the past, please list this employer as your second referee under 'Previous Employer'

**CURRENT/MOST RECENT EMPLOYER:**

May we approach your employer before interview? Yes / No

Name and Position: .....

Organisation Address: .....

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..... Postcode: .....

Telephone: .....

Email: .....

**PREVIOUS EMPLOYER:**

Name and Position: .....

Organisation Address: .....

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..... Postcode: .....

Telephone: .....

Email: .....

## 10. DECLARATIONS

- I authorise City Life Church to obtain references to support this application and accept and release City Life Church and referees from any liability caused by the giving and receiving of information.
- I give express permission for the personal data, consisting of information provided in this form to be held on file and processed by City Life Church.
- I confirm that, to the best of my knowledge, the information given on this form is correct. I understand that if I have provided incorrect or falsified information this may be proper cause for rejection or, if employed, cause for dismissal.
- I understand that any offer of employment will be subject to satisfactory references, evidence of qualifications, a Disclosure and Barring Check (if appropriate) and a probationary period.

Signature		Date	
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Please return this form to City Life Church, Townhill Park Community Centre, Meggeson Avenue, Southampton SO18 2FH or return to the email address you received it from. **The deadline for application is midday 18 April 2025.**