



The Parish of Almondbury with Farnley Tyas

DIRECTOR OF MUSIC

Application Form

Please complete this application form in type
and return it to the email address below.

All correspondence should be marked
“Private & Confidential”.

Return to:

Revd Rob Savage
The Rectory, 2 Westgate
Almondbury
Huddersfield
HD5 8XE
Rob.Savage@Leeds.anglican.org

or

Parish Administer
All Hallows' Church
C/O: The Rectory, 2 Westgate
Almondbury
Huddersfield
HD5 8XE

Part A: Personal Information

Position applied for (*block capitals*):

Family Name (*block capitals*): Title:

Other Names (*block capitals*): Preferred Name:

Address (*block capitals*): Telephone numbers:

Home:

Mobile:

Email:

Post Code:

May we telephone you on your mobile? Yes No

If yes, what time(s) would be most convenient?

National Insurance No:

Are you, to your knowledge, related to any member of The Parish of Almondbury with Farnley Tyas or anyone likely to be involved in the recruitment process for the post for which you are applying?

If yes, please state the person(s) and relationship(s).

Applicants for all posts are required to have sympathy with the ethos of the Church of England. A limited number of posts which we advertise require candidates to have particular religious affiliation, as a genuine occupational requirement of the role.

If the person specification for the post for which you are applying requires candidates to have a particular religious affiliation, please indicate how you meet this criteria:

Part B: Education and Training

(a) Education. (Please include in this section all relevant qualifications and exam results).

Institutions	From	To	Details of subjects and examination results

(b) Continual Professional Development

Course title and subject	Duration	Certificate/Qualification/Date Awarded <i>(as appropriate)</i>

(c) Membership of Professional Organisations

<p>Please give details of membership of any professional body, including the name of the awarding institute, class of membership (Associate, Fellow etc), your membership number and date awarded.</p>

Part C: Employment History

With your **current/most recent** appointment first please give details of all substantive employment (paid and voluntary) that you have undertaken in the course of your career.

Name of Employer:	Position held:
Address of Employer:	Start date:
	End date:
	Reason for leaving: <i>(if appropriate)</i>

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<p>Name of Employer:</p> <p>Address of Employer:</p>	<p>Position held:</p> <p>Start date:</p> <p>End date:</p> <p>Reason for leaving: <i>(if appropriate)</i></p>
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<p>Name of Employer:</p> <p>Address of Employer:</p>	<p>Position held:</p> <p>Start date:</p> <p>End date:</p> <p>Reason for leaving: <i>(if appropriate)</i></p>
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(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

<p>Please also give details of any gaps in employment:</p>

Part D: Information in Support of your Application

Describe your current/most recent appointment in terms of its responsibilities and relationships:
(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

What period of notice would you be required to give to your present employer?

Please give your reasons for applying for this post and, using the person specification as a guide, detail your suitability for the post.

(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

Leisure/recreational interests and/or hobbies:

Part E: References

Please give full details, including the correct style of address, of people who have agreed to supply references. If you are, or have been employed, the reference should be from the line manager of your most recent employers. If you have not been in recent employment, please supply details of referees from previous employers or academic institutions. Please note that personal references will not normally be accepted, except where such an individual is able to give a professional judgement on your suitability for the post for which you are applying. Should this requirement cause you difficulties please contact **Revd Rob Savage** to discuss it.

Current Employer *		
Name:		
Job Title:		
Address:		
Email:		Telephone No:
May we contact your current employer prior to interview?	Yes	No
<i>(*If an applicant gives a reason acceptable to the Selection Panel, an employment reference may be taken from a previous rather than a current employer).</i>		

Previous Employer Reference		
Name:		
Job Title:		
Address:		
Email:		Telephone No:

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purpose of this policy, includes all employees) 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 BNP and National Front.

Please confirm that you understand and are able to comply with this: Yes No

Are you a British subject or a national of any EU country? Yes No

If not, do you have the right to work in the UK and hold a current work permit? Yes No

If so, please state the expiry date of your right to work in the UK and/or your work permit?

NB *All candidates must note that no offer of a job/post will be made until:*

- *Satisfactory completion of legal checks.*
- *Receipt of an Enhanced Disclosure & Barring Service Check if this is required for the post. [A criminal record will not necessarily bar an application from employment with the DBF. It will depend on the nature of the post and the circumstances of the offence, however posts entailing work with children or young people fall outside the Offenders Rehabilitation Act 1974];*
- *Immigration checks have been made;*
- *Receipt of references;*
- *Approval from the Bishop of Leeds where his licence is required for part of the duties.*

The PCC of Almondbury with Farnley Tyas Parish

Data Protection Compliance Privacy Notice

Almondbury with Farnley Tyas Parish is committed to protecting and respecting your privacy. This Privacy Notice sets out our commitment to processing the personal information you give us lawfully and safely.

To reassure you, we will never sell, trade, or rent your details to a third party. We will not use your data to find out more about you or to profile our supporters in any way.

We want to make it clear why, when and how we handle your data. We will only use the data you have given us for the purposes you would expect:

- 1) To make sure appropriate records are stored about your involvement and support of our church
- 2) Supporting your access to our services i.e. registration form / consent form
- 3) To inform you of any training, events or volunteering activities where you can get involved
- 4) Administering your financial giving and support.
- 5) Promotion of our church groups on social media

What information we hold

- 1) Basic contact information – including name and address, phone number, email address where you have consented to these having been given to us in the normal course of our work
- 2) Financial supporters – a copy of your financial information and HMRC Gift Aid Declaration
- 3) Personal data on your children may include your consent to attend an activity, details of allergies, special needs, dietary requirements

How we use your data

- 1) To inform us of your wishes / consents
- 2) To prepare and plan events, sessions and activities
- 3) To comply with any lawful process with a relevant authority

We will be vigilant about safeguarding your data by keeping it stored in the following ways

- a) Digitally – on a computer system with a Password / Encrypted protection.
- b) Hard copy paperwork – in a lockable filing cabinet in a secure office

It is your choice how we use your data.

You have the right to ask to us to change or remove completely any personal information or data whenever you choose. You have the right to be informed, to have access, to rectify and for your data to be forgotten.

We will review the data we hold every 12 months and ensure we still need to keep it.

We encourage you to read this notice carefully and if you would like any further clarification or are concerned about the way we have handled or store your data please contact our Data Protection Officer, Linda Smith, who will be happy to help (linda.smithhesp@outlook.com)

Applicants are advised that any information contained in, or derived from, their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration. Information contained in, or derived from, unsuccessful applications and/or the interview process may be retained for a maximum of 6 months.

Part F: Additional Information - Strictly Confidential

Information provided in this section will be detached from your application and used only by personnel administering this vacancy.

Position applied for:

Family name (*block capitals*):

Title:

Preferred name:

The Equality Act 2010

The Parish of Almondbury and Farnley Tyas seeks as far as possible to be an equal opportunities employer. The aim of its employment policy is to ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly.

Do you feel you have a disability that may impact on a function intrinsic to the post for which you are applying and for which we may need to make reasonable adjustments?

Yes

No

If so, please give brief details of any adjustments which you think would need to be made to enable you to carry out the duties listed for this post.

Are there any arrangements you would like the Parish of Almondbury with Farnley Tyas to make to accommodate your needs if called for interview?

Asylum and Immigration Act 1996

Under the provisions of Section 8 of the Asylum and Immigration Act 1996 it is necessary to ensure that all employees have the right to work in the UK. If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit.

Would you require a work permit to take up this role? Yes No

If you already have a work permit on what date does it expire?
(please note that your current work permit may not be valid for this post)

Rehabilitation of Offenders Act

Applications from ex-offenders are welcomed and will be considered on their merit.

Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Have you been convicted of a criminal offence that is **not** spent? Yes No

If yes, please give details of date(s), offence(s) and sentence(s) passed:

.....
.....

(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

NB For legal and accounting professions and those positions involving regular work with **children or vulnerable adults** you are required to disclose **all** convictions, including those that **are** spent by virtue of the Rehabilitation of Offenders Act 1974.

If you are applying for such a post, please answer the following questions:

Have you been convicted of a spent criminal offence? Yes No

If yes, please give details of date(s), offence(s) and sentence(s) passed:

.....
.....

(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

Signed: Date:

Recruitment Monitoring Form

The Parish of Almondbury with Farnley Tyas supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. Our aim is to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective and job related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe and effective performance of the job. To assist with this aim and to comply with legislation, we would ask that you please complete and return this form. The information provided will be used solely for monitoring purposes and will not be available to those involved in the selection process.

Application for the office of:

1) What is your ethnic group?

A White

British

Irish

Scottish

Welsh

English

Any other white *background*
(please give details)

B Mixed Heritage

White and black Caribbean

White and Asian

White and black African

Any other mixed background
(please give details)

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details)

D Black or Black British

Caribbean

African

Any other Black background

(please give details)

E Chinese or other ethnic group

Chinese

Vietnamese

F Any other ethnic group
(please give details)

2) Gender

Male

Prefer not to say

Female

3) Age Group

18 or under

51 - 65

19 - 30

Over 65

31 - 50

Prefer not to say

51 - 65

4) Faith/Religion/Belief

Please mark the relevant box that best describes your current status.

Christian

Jewish

Buddhist

Muslim

Hindu

Sikh

None

Prefer not to say

Other - please specify: