**A picture containing animal, primate, weapon

Description automatically generated**

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| **Post applied for:** | Assistant Head of Property Services (Churches and Heritage) |

**Equal Opportunities Statement**

The Representative Body of the Church in Wales is an equal opportunities employer and is committed to employment practices that promote equality, diversity and inclusion regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from people from a diverse range of backgrounds and regardless of whether they are of Christian faith, another faith or no faith. In some cases, a genuine occupational requirement may apply and will be explicit in the job advertisement.

##### Reasonable Adjustments

##### The Representative Body of the Church in Wales is committed to making reasonable adjustments to remove any barriers in the recruitment and selection process for people with impairments or health conditions, or who use British Sign Language. Please contact the HR team if there are any reasonable adjustments we can make to assist you in your application or with the recruitment process.

**Personal Details**

|  |  |
| --- | --- |
| **Forename(s):** |  |
| **Surname:** |  |
| **Name known by:** |  |
| **Current address:** |  |
| **Contact number:** |  |
| **Email address:** |  |

##### Additional Information

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| Are there any restrictions on your right to work in the UK?If yes, please confirm the restrictions and the expiry date of any permissions. |  |
| Do you have Welsh language skills?If yes, please provide details. |  |
| Where did you see the advertisement for this post? |  |

**Employment History**

Please provide details of your current or most recent employment. It is our policy to request references, including from your current or most recent employer.

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| **Job title:** |  |
| **Employer:** |  |
| **Start date:** |  |
| **End date:** (if applicable) |  |
| **Salary and benefits:** |  |
| **Main duties and responsibilities:** |  |
| **Notice required:** |  |

If applicable, please provide details of any further employment you currently have.

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| **Job title:** |  |
| **Employer:** |  |
| **Start date:** |  |
| **End date:** (if applicable) |  |
| **Salary and benefits:** |  |
| **Main duties and responsibilities:** |  |
| **Notice required:** |  |

Please provide details of your previous posts (starting with the most recent). You can include any unpaid or voluntary work.

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| **Date (from/to)** | **Job Title** | **Employer / Company** | **Salary** | **Reason for Leaving** |
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**Qualifications, Skills and Training**

Please provide details of your qualifications, skills and training that are relevant to this post. It is our policy to verify the qualifications of successful applicants.

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| **Education, Professional and Vocational Qualifications** | | | |
| **Date (from/to)** | **Qualification** | **Organising Body** | **Grade/ Level** |
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| **Training** | | | |
| **Date (from/to)** | **Course Title** | **Organising Body** |
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| **Are you currently studying for any courses?** | | | |
| **Date (from/to)** | **Course Title** | **Organising Body** |
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| **Are you a member of any professional bodies?** | | |
| **Name of Body** | **Membership Level** | **Date of Admission** |
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| **Please provide details of any other relevant qualifications, skills or training.** |
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**Supporting Information**

In no more than 600 words in total, please provide:

1. Evidence to demonstrate how your knowledge, skills, qualifications and experience meet the criteria for this post; and
2. Any further details that you feel are relevant to your application, including why you are interested in this post.

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**Criminal Record Declaration**

##### *For posts which are not exempt:*

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent.

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| **Do you have any unspent convictions?**  If yes, please provide details. |
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We recognise the contribution that former or ex-offenders can make as employees. An applicant’s criminal record, in itself, will not prevent that person from being appointed to this post. All cases will be considered on an individual basis taking into account:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

Failure to disclose all unspent convictions could result in your application being disqualified or, if appointed, disciplinary proceedings or dismissal.

##### *For posts which are exempt:*

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

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| **Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?**  If yes, please provide details. |
|  |

We recognise the contribution that former or ex-offenders can make as employees. An applicant’s criminal record will not, in itself, prevent that person from being appointed to this post. All cases will be considered on an individual basis taking into account:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

Failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in your application being disqualified or, if appointed, disciplinary proceedings or dismissal.

Data from your application form may be processed for purposes permitted under the General Data Protection Regulation.

The Representative Body of the Church in Wales treats personal data collected during the recruitment and selection process in accordance with its data protection policies. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice.

##### Data Protection

##### Declaration

I confirm that, to the best of my knowledge, the information that I have provided in this application form is complete and correct. I understand that providing deliberately false or misleading information, or withholding relevant information, could result in my application being disqualified or, if appointed, disciplinary proceedings or dismissal.

I give my consent to the Representative Body of the Church in Wales processing my personal data as outlined in the job applicant privacy notice.

Signed:

Date:

##### Please return your completed application form to [PeopleServices@cinw.org.uk](mailto:PeopleServices@cinw.org.uk)