

APPLICATION FORM

Important note: The text boxes below will expand as you type into them. Please read carefully all instructions and job details prior to completing this form.

Position applied for:	CAFOD Diocesan Officer, Westminster	
Job reference:	CDOW	Closing date: 16 th January 2009

1. Personal details

Surname:
Previous surnames (if applicable):
Forenames (in full):
Address:
Postcode:
Telephone (evening):
Telephone (day):
Mobile:
Email:
Fax:
National Insurance no.:

2. Education, professional qualifications and training

Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

Name/address of school/university/institution	Dates (from—to)	Course details	Qualifications obtained, with grades
Educational qualifications			
Professional qualifications (including those from professional institutions)			

Training courses attended (only if relevant to the person specification)			

3. Career history

Please note we do not accept CVs as part of the application process. Shortlisting will be carried out on the basis of the application form only.

Please give full details of responsibilities and achievements for your current/most recent job.

Most recent post:

Dates (from-to)	Position held	Name and address of employer	Final salary	Reason for leaving or notice period
Details of responsibilities/achievements:				

For all previous posts please only include a very brief outline of responsibilities and achievements. Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.

Previous career history:

Dates (from-to)	Position held	Name and address of employer	Brief outline of responsibilities	Final salary	Reason for leaving

4. Why does this job interest you?

5. Why do you want to work for CAFOD?

6. What experience do you have of Catholic community life at parish or diocesan level? If none, what involvement do you have with any other faith community?

7. Competencies

The person specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based upon how well you demonstrate your ability to meet the essential criteria.

8. Please add any other relevant information or comments

9. Referees

Please give the name, address and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. Please note that CAFOD reserves the right to contact any former employer for a reference.

	Present/most recent employer	Second referee
Name:		
Address:		
Phone number:		
Email:		
Capacity in which they know you:		
Between which dates?		
May we contact him/her prior to interviews?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

10. If offered this post, when could you take up employment?

11. Applicants with disabilities

CAFOD is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process or you wish to discuss reasonable adjustment in the role itself, please contact the Personnel Team.

Alternatively you can give details here:

12. Asylum and Immigration Act 1996

All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government's immigration policy can be found on www.homeoffice.gov.uk, Immigration and Nationality page.

Do you need a work permit to work in the UK? Yes No

If you need a work permit are there any limitations/conditions on the work permit e.g. a visa with limited duration? Yes No

If yes, please give details:

13. Criminal record

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and all convictions, both spent and unspent, must be disclosed. Having a conviction will not necessarily be a bar to employment with CAFOD; it will depend on the circumstances and the relevance to the post.

Do you have any criminal convictions? Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).

Yes No

If yes, please give details:

The information contained in this application form will only be seen by staff involved in the recruitment process.

14. Where did you see this job advertised? Please tick

CAFOD website	<input type="checkbox"/>	The Tablet	<input type="checkbox"/>
Guardian website	<input type="checkbox"/>	Guardian newspaper	<input type="checkbox"/>
CharityJob website	<input type="checkbox"/>	Other newspaper, please specify	
BOND	<input type="checkbox"/>	Other journal, please specify	
Other website, please specify			

Declaration

I confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal. I understand that any offer of employment will be subject to receipt of two references that are satisfactory to CAFOD. I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998.

Signature:

Date:

If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true:

(You will be asked to sign this form at a later date.)

Response details

Application forms to be returned to:

Margaret Caluori, Romero Close, Stockwell Road, London SW9 9TY
or email on applications@cafod.org.uk

Closing date for applications: 16th January 2009

1st round interviews: 4th February 2009 at CAFOD Westminster, 1st Floor Catholic Church of Christ the King, 29 Bramley Road, London N14 4HE

2nd round interviews: (for those shortlisted after the 1st round): 9th February in CAFOD's Brixton office, Romero Close South London.

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. If you would like an acknowledgement of receipt of your application form, please enclose a stamped self addressed postcard, which will be stamped, dated and returned to you.