

Holy Trinity, Warrington

Reflecting the love of Christ in the heart of Warrington

Application form

welcoming, supportive, accessible...



... a space for all

Please return this form to:

jobs@htwarrington.org.uk

This application is private & confidential

Please write or type clearly in black

in order that this form can be photocopied

Application for the post of: Pastoral Support Worker & Coffee Bar Coordinator

Closing date for applications: 12th January 2026

Full name: _____

Previous name(s): _____

Address: _____

Address: _____ Postcode: _____

Home phone: _____ Mobile: _____

Email: _____

Where did you hear about this vacancy? _____

Work/Volunteer History

Beginning with your current or most recent experience, paid or unpaid, and working backwards in chronological order, please give details of your career to date. Please add rows if required.

Dates		Name & address of employer/volunteer placement	Job title & summary of duties	Reason for leaving
From	To			



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Please also provide details of your current contracted hours and remuneration package:

Hours per week: _____

Annual pay / hourly rate: _____

Job Benefits: _____

Gaps in Employment/Volunteer Experience History

Please provide in this section explanations for any gaps in your engagement (paid or unpaid) history (chronologically, most recent first). Please add rows if required.

Dates		Details of Gaps in Employment/Volunteer Experience
From	To	

Referees

Holy Trinity is committed to safeguarding children, young people and vulnerable adults and to safer recruitment. As this role involves regulated activities with vulnerable adults and young people, applicants are asked to provide references from two or more people who have known you for at least two years

- One of these must be your current church leader
- One of these must be your current or most recent employer or volunteer placement
- If your most recent employment or placement did not provide experience relevant to this role, please also provide a reference from an organisation where you have gained relevant experience
- If you provide two references from the same organisation, please provide a third reference from another organisation
- Please note we would prefer it if references didn't come from private email addresses

Please provide the names, organisations, job titles, addresses and phone numbers of at least two referees. Please indicate the capacity in which you know them and if we may approach them for a reference now.

	Church leader	Most recent employer/ volunteer placement	Other relevant employer/ volunteer placement
Name			
Address			
Phone			
Email			
Organisation			
Capacity			
Approach?	Yes / No	Yes / No	Yes / No

Reasons for applying

Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section.

Current and former places of worship

As a significant part of this role involves sharing your faith (evangelism) and bringing a Christian perspective to pastoral issues, there is a Genuine Occupational Requirement under the Equality Act 2010 that the applicant is a Christian. We expect candidates to be practising Christians who are members of a church that belongs to Churches Together and to be in sympathy with the ethos of Holy Trinity.

Please share details for your current place of worship below. If you have been a member of your current church for less than two years, please also include details of your former place or places of worship covering a period of at least two years.

Current place of worship	Denomination	Length of membership

Education

Dates		Place of study	Qualifications attained
From	To		

Membership of Professional Bodies

Year and Place of Ordination (if applicable): _____ / _____ / _____ , _____

Applicants who live with disabilities

If invited to interview, are there any special arrangements that you would like to be made for you?

Other Information

Do you possess a car and a full driving licence?

Yes / No

Church of England Confidential Declaration

As this role includes regulated activities, all applicants are required to complete the Church of England Confidential Declaration, which is attached at pages 6 to 9 of this document.

Data Protection statement

All the information collected in this form is necessary and relevant to the performance of the job applied for. We will only use the information provided by you on this form, by the referees you have noted and the educational institutions with whom we may seek to verify your qualifications for recruitment purposes. Holy Trinity Church, Warrington, will treat all personal information in accordance with its data protection policy and in line with current Data Protection Legislation. We rely on the lawful basis to process information provided by you in this form as outlined in Data Protection Legislation and in our privacy notice.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice which is located at <https://htwarrington.org.uk/privacy-notice/> .

Declaration by the job applicant

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Parochial Church Council (PCC) of Holy Trinity Church, Warrington, being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signature: Dated:

Church of England Confidential Declaration Guidance

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. The Privacy Notice located at <https://htwarrington.org.uk/privacy-notice/> explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by Data Protection Legislation.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA)

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both ‘spent²’ and ‘unspent’ convictions) YES / NO

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES / NO

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered. Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

*records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

*If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect, you should only declare ‘unspent’ and ‘unfiltered’ convictions, cautions, etc. **THIS POSITION DOES INVOLVE SUBSTANTIAL CONTACT WITH CHILDREN AND / OR ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT***

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

⁴ ‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO

8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

YES / NO

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules⁵; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s):

Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include all clergy)⁶.

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....

Full Name.....

Date of Birth

Address.....

.....

Date.....

Please return the completed form to [**jobs@htwarrington.org.uk**](mailto:jobs@htwarrington.org.uk)

⁵ See footnotes 1 and 3 above

⁶ <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.