

# APPLICATION FORM



## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

<b>1. Application Form</b>					
Position applied for					
Available to take up employment		Date _____ / _____ / _____			
<b>2. Prepared to Work</b>					
(Please circle)                  Full time                  Part time                  Shift work					
<b>3. Personal Details</b>					
First name		Last name		Mr/Mrs/Miss/Ms	
Address (including postcode)					
Telephone numbers	Private			Work	
	Mobile			E-mail	
Do you own a car?	Yes	No	Have a current driving licence?		Yes    No
	Provisional	Yes	No	Full	Yes    No
Have you any current endorsements?					Yes    No
If yes, give details					

**4. Languages**

Do you speak or read a foreign language?

Yes

No

If yes, give details

**5. Secondary Education**

School name/address

Examinations (subject/result/dates etc)

**6. Further Education and Training**

University/College

Type of course

Subjects

Qualification/date obtained

**7. Occupational Qualifications**

College/Institute or other name

Qualification/Level/Date obtained

**8. Employment**

Present/last employer	
Address	
Job title	
Duties/responsibilities	
Time with Employer	
Reason for leaving	
Other most recent employer	
Address	
Duties/responsibilities	
Duration with employer	
Reason for leaving	
Other most recent employer	
Address	
Duties/responsibilities	
Duration with employer	
Reason for leaving	

**9. General**

Interests/hobbies

(give details of pastimes, sports, etc)

Have you ever been convicted of a criminal offence?

*A Disclosure application will be required to be completed on acceptance of this position (in accordance with the Disclosure and Barring Service).*

(Declaration subject to the Rehabilitation of Offenders Act 1974)

Yes

No

If yes, please give details

**As an inter-denominational Christian based organisation, all staff are employed on the understanding that they are fully committed to our Christian ethos and values.****All applicants will be considered regardless of religion or belief.**

Explain briefly your sympathy with our Christian ethos and values.

**10. Work Permits**

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes

No

If you are successful in your application would you require a work permit to work in the UK?

Yes

No

**Declaration****I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.**

Signature

Date

## Personal Statement

Please explain briefly why you are applying for this post and what you hope to achieve should you be appointed. Outline the qualities and skills you believe you could bring to the post.

## References

Please provide the names and addresses of two people (not relatives), who have known you for at least two years from whom we may seek references should you be offered the position.

For example, references can be obtained from a church leader (if applicable) or a professional person (i.e. teacher, solicitor, doctor, former employer, etc.)

Any offer of employment is subject to the receipt of references satisfactory to the Association.

### **Referee 1**

Name & Address

Tel. No.

Email address.

Occupation

May we contact this person now?      YES / NO

### **Referee 2**

Name & Address

Tel. No.

Email address.

Occupation

May we contact this person now?      YES / NO

Please can you assist us in telling us how you came to hear of this vacancy? (please circle)

WEBSITE

FRIEND

ADVERTISEMENT

OTHER (please state) \_\_\_\_\_