**Job Application Form**

Tunbridge Wells Christian Fellowship

**Contact Information**

**1. Full Name (including title)**

**2. Full Postal Address**

**3. Email Address**

**4. Phone Number**

**Personal Life and Christian faith**

**5. Please tell us a bit about yourself.**

**6. Please describe the key points of your Christian experience and your development in faith up to the present time.**

**7. What church do you currently attend, and how long have you attended there?**

**8. How do you support your own spiritual growth and renewal?**

**Reflections on the role**

**9. Please tell us a bit about what made you apply for this role, how you meet the job requirements, why you might be the right candidate and what excites you about taking on this position.**

**10. If you took on this role, how would you expect to contribute specifically to our church’s values and vision?**

**11. What are your spiritual/ministry gifts, and what additional skills, strengths, and interests would bring to this role?**

**Recent Experience**

**12. Please outline your personal experience of leadership within the local church, both working with young people and in other areas of ministry.**

**13. What experience do you have of building, leading and managing a team of volunteers?**

**14. If not already included above, what experience do you have working with children / young people?**

**Other Information**

**Do you agree with everything in our vision statement and in our statement of faith**? (Both found on our website on the Church Vision and About Faith pages)

 Yes / No (please delete as appropriate)

If you answered 'no' to the above please comment below

**Are you currently entitled to live and work in the UK?**

Yes / No (please delete as appropriate)

What evidence are you able to provide of your entitlement to work in the UK (eg. British Passport)

**References**

**Please provide details of two referees.**

We will only contact referees for those candidates we interview, and contact will be made after the interview.

**Referee One:**

This should be your current church leader, or someone in senior leadership in your church. If you are the church leader, this referee should be the person to whom you are accountable within your network/denomination.

Name

Position/Role/Relationship

Address

Contact Phone Number

Email

**Referee Two:**

This should ideally be your employer (if you are not working for a church). If you are working for a church, please give the name of someone who can give a personal reference for you.

Name

Position/Role/Relationship

Address

Contact Phone Number

Email

**Disclosures**

**Safeguarding - This post is subject to Enhanced DBS Disclosure.**

**Do you have a current DBS Disclosure? If so please specify the role for which you were checked and the date of your certificate.**

**Rehabilitation of Offenders Act 1974:**

*The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.*

*Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.*

**Have you at any time been convicted of an offence, spent or unspent?**

**Have you ever received any cautions, reprimands, final warnings or convictions?**

**Declaration**

**Please read and sign:**

*I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the Church is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the Church can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.*

*I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.*

**Signature**

(If submitting electrically, please type your name)

**Date**

**To complete your application**

Please supply the following before the closing date, via email to **recruitment@twcf.org**

* Completed Application Form
* CV

You will receive confirmation of receipt of your application within a week of receipt of your email.