**Confidential**

Riverside Church

John Street, Ayr, KA8 0BS

Email: ian.gall@riverside-ayr.org

APPLICATION FORM

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| **Post Applied For:**  |  |

Personal Details

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| --- | --- |
| **Full name** |  |
| **Address (incl. postcode)** |  | **Tel (home)** |  |
| **Tel (mobile)** |  |
| **Tel (work)**  |  |
| **May we ring you at work, if discreet?** |  |
| **E-mail** |  |
| **Please note that if you supply an email address, this will be the means we use for all future correspondence.** |
|  |  |
| **Do you hold a full driving licence?** |  |
| **Please give details of any endorsements?** |  |
|  |  |
| **Are you a member (or have you recently applied for membership) of the Protecting Vulnerable Groups (PVG) Scheme?** |  |
| **If ‘yes’, is your PVG membership in respect of regulated work with Children, Adults or Both?** |  |
| **Please provide your PVG Membership Number:** |

Education

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| --- |
| **Please give details, in chronological order, of secondary schools, colleges, universities or other places of education you have attended.** |
| **Place of Education** | **Qualifications attained** |
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| **Do you hold any other qualifications not listed above? Please give details.** |
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Work Experience/Employment

**Please gives dates and details of professional, business or other working experience (include present or most recent employment).**

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| --- | --- | --- | --- | --- |
| **Dates****From MM:YY****To MM:YY** | **Name & Address of Employer** | **Job Title** | **Outline of role, main tasks and responsibilities** | **Reason for leaving** |
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| **Present salary:** |  | **Notice period:** |  |

**Why have you applied for this position?**

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**With reference to the person specification, why do you believe you are suitable for this position?**

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Outside Interests

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| **What interests do you have outside of church and your work?** |
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| **Please give details of your Christian and secular reading over the past two years (papers; magazines; periodicals; books, including title and author)** |
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Christian Experience

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| **Of which section of the Christian Church are you a member?** |
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| **What local place of worship do you normally attend & how long have you been going there?** |
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| **Who is the pastor, minister, or primary church leader?** |
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| **How and when did you become a Christian?** |
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| **What Christian books, speakers or activities have been most influential in your spiritual life?** |
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| **What positions, or other special involvement, have you had in your church?** |
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| **What contact have you had with any other Christian organisations?**

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**Please include any other information about yourself relevant to this application that is not covered elsewhere in this application eg voluntary work, major achievements, training courses, etc** |
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*Please note there is a deliberate Page Break here.*

Referees

Please give details of two people, apart from your employer, who are willing to act as your referees. We would prefer referees who have known you for at least the last two years. One should be your Pastor or church leader. The two referees should not have known you in the same context. If the post involves direct contact with children, it would be helpful if at least one reference came from someone who has seen you work with children or young people.

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| --- | --- | --- | --- | --- |
| **Name** |  |  | **Name** |  |
| **Status** |  |  | **Status** |  |
| **Address** |  |  | **Address** |  |
| **Postcode** |  |  | **Postcode** |  |
| **Tel.** |  |  | **Tel.** |  |
| **Email** |  |  | **Email** |  |

**Employer’s Reference**

We will only seek an employer’s reference for the preferred candidate after interview.

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| **To whom should we address the letter?** | **Name** |  |
| **Company**  |  |
| **Address** |  |
| **Postcode** |  |
| **Tel.**  |  |
|  | **Email** |  |

**Please note that if you supply an email address for your referees, this will be the means we use to obtain references.**

I hereby declare that the information given in this application form is correct to the best of my knowledge. I give permission for the form and references to be copied to those involved in the interviewing and selection process.

I have read, understood, and agree to adhere to the ‘Riverside Church Statement of Faith’

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| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

DOCTRINAL STATEMENT

Name:

Please take time to read the ‘Riverside Church Statement of Faith’ before completing this doctrinal statement.

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| State briefly what you regard as fundamental to your faith as a Christian. |

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| What do you believe about the Bible, and its role in the life of the Christian individual and the church? |

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| Please outline the importance of the death of Jesus Christ to you in your Christian beliefs. |

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| Please outline your understanding of the Christian church. |

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| How do you understand the work of the Holy Spirit? |

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| Describe your view on what the Bible says about sexual morality. |

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| What are your views on Christian involvement in society? |

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| Signed: Date:  |

PLEASE MAKE SURE THIS STATEMENT IS INCLUDED WITH YOUR APPLICATION FORM

**Guidance Notes for Applicants on Filling in the Application Form**

Please read these notes carefully - they should help you make the best of your application.

1 To help you complete this Application Form please ensure you have also downloaded the ‘Riverside Church Statement of Faith’ and the ‘Information Pack’ for the relevant post.

2 Once completed please email your application form to ian.gall@riverside-ayr.org

3 Please **do not** send in your Curriculum Vitae.

4 The boxes in the application form will expand as you type your responses.

5 One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note that referees will not be contacted prior to interview.

6 The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.

7 It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements; you must demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.

8 If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Role Description and Person Specification in more detail.

9 PVG membership/ Disclosure Scotland check will be required for the successful candidate.

10 If you have any questions or require further information please do not hesitate to get in touch: ian.gall@riverside-ayr.org