**Staff Team Application Form**

Mission Journey Administrator 2025

All information given on this form will be treated as confidential and held in secure systems. No details will be passed on without your permission.

1. **Personal Details**

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| --- | --- |
| Title:       | Surname:       |
| Christian name(s) in full:       | Preferred name:       |
|  |  |
| Current address:      Postcode:       |
| Daytime telephone:       | Evening telephone:       |
| Mobile telephone:       | Email:       |
| Permanent address (if different): Postcode:       |
| Telephone:       | National Insurance No:       |
| Preferred contact method:       | Occupation:       |

2. **Application Information**

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| Where did you hear about this position?       |
| Why do you wish to join SIM?       |
| Why do you think your background, training and experience equip you for this post, as described in the job description and person specification?       |
| Do you have the right to work in the UK?  |
|  Yes?       |  No?       |
| Note: The employer may require proof of this right before an offer of employment can be confirmed. |
| When could employment commence if offered a post?  |
| Please state any inconvenient interview time:       |
| If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend.       |
| Criminal convictions: |
| Have you ever been convicted of a criminal offence or are there any charges outstanding? |
| Yes?       | No?       |
| If so, please give full details. You need not include motoring convictions unless your licence has a current endorsement as a result, and you need not include ‘spent’ convictions. |
|       |
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|  |  |
| Please add any relevant information that you feel will further support this application:        |

**3. Personal Profile**

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| Please list any interests, activities, hobbies, and membership of organisations, including any positions of responsibility you have outside of work/study:       |
| Do you have a current UK driving licence?       |
| What do you see as your strengths?       |
| What do you see as your weaknesses?       |
| How would you assess yourself in terms of the following character traits? Please score between 1 and 10 where 1=strongly disagree and 10=strongly agree |
| Easy to get on with: |       | Optimistic: |       |
| Tolerant of others: |       | Energetic: |       |
| Patient: |       | Decisive: |       |
| Well-organised: |       | Headstrong: |       |
| Conscientious: |       | Self-disciplined: |       |
| Takes responsibility: |       | Shy: |       |
| Considerate: |       | Impulsive: |       |
| Calm under pressure: |       | Even-tempered: |       |
| Gifted with initiative: |       | Prone to worry: |       |
| Good in a team: |       | Sociable: |       |
| Persevering: |       | A perfectionist: |       |

**4. Skills**

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| Please give details of your level of competence and range of experience in: |
| Information Technology (Email, word processing, spreadsheets, databases etc.):       |
| Foreign languages (please indicate your level of fluency):       |
| Any other skills particularly relating to this application – with specific reference to the job description and person specification?       |

5. **Education and Training**

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| --- | --- | --- | --- |
| Secondary School |  |  |  |
| Dates | Subject | Level | Grade |
|       |       |       |       |
| **Further Education and Training** |
| Dates | Establishment | Course | Qualification Obtained |
|       |       |       |       |

6. **Work/Service Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Employment |  |  |  |
| Dates | Employer | Job description/ Nature of work | Reason for change |
|       |       |       |       |
| Describe the chief satisfactions/frustrations in your present/last job or current situation:       |
| Christian Service |  |  |  |
| Dates | Details |
|  |       |
| **Voluntary/Community Service** |  |
| Dates | Details |
|       |       |

7. **Church Information**

|  |  |
| --- | --- |
| Name of church attended regularly:       | Denomination:       |
| Address:       | Minister/Leader’s name:       |
| Telephone:       |
| Email:       |
| If you consider another church significant for the purposes of this application, please give contact details:       | What kind of support (prayerful/financial etc) do you anticipate from your church and your friends?       |
| In what ways are you involved in your church?       |
| How do your church leaders feel about your application to SIM?       |

8. **Christian Life and Experience**

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| Briefly describe the beginning and growth of your faith in Jesus Christ:       |
| How do you maintain and strengthen your Christian life?       |
| How are you seeking to live out and share your Christian faith in your present circumstances at home, work, at church and in your social life?       |
| Describe any current missionary interests:       |
| In what areas are your spiritual gifts?       |
| What do you consider to be the most significant events in your life and why?       |

## 9. Personal References

We will request a reference from your minister or church leader if you are selected for interview.

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| **Minister/Church Leader** (who has known you well for at least two years or since your conversion experience) |
| Name:       |
| Address:      Postcode:       |
| Telephone:       |
| Email:       |

May we approach your present/most recent employer for a reference if we are considering you for appointment? (note: approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references)

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| --- | --- |
| Yes?       | No?       |
| If you answered, “No”, please give the reason:       |

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| --- |
| **Employer** (or past employer if not currently employed) |
| Name:       |
| Address:      Postcode:       |
| Telephone:       |
| Email:       |
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| **Christian Friend** (who has known you for at least 2 years) |
| Name:       |
| Address:      Postcode:       |
| Telephone:       |
| Email:       |
|  |

**Data Protection statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in Data Protection Legislation

**Declaration**

I confirm that I am fully able to accept SIM’s Statement of Faith (<https://sim.co.uk/about/statement-of-faith/>) and Core Values (<https://sim.co.uk/about/vision-and-values/>). The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed:

Date:

*Please return this application along with your cover letter and CV to angeline@sim.co.uk*