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| **Job Application Form** |

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| **Vacancy Title:** |  |
| **Location:** |  |

**Please contact us if you need the application form in an alternative format.**

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| 1. **Personal Details**
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| **Surname:** |  |
| **First Names:** |  |
| **Address (Inc. postcode):** |  |
| **Home Telephone No:** |  |
| **Mobile No:** |  |
| **Email address:** |  |
| **Date of Birth** |  |
| **National Insurance No:** |  |

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| **Do you hold a full, clean driving licence valid in the UK?** |  |

If no please provide reason, i.e. too young or details of motoring convictions.

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| 1. **Education/Qualifications**
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Please provide details of all education undertaken and exams taken since aged 11 onwards. If you are waiting for results please include estimated grades and indicate so by placing an ‘e’ next to the grade.

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| **School (11+)** | **Study Dates** | **Qualification and Grade** |
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| **College/University** | **Study Dates** | **Qualification and Grade** |
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| 1. **Training, Development and Professional Membership/Studies**
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Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

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| **Training Course** | **Course Details and Grade (if applicable)****(including length of course/nature of training)** |
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Please provide details of any professional bodies you are already a member of and those you are studying towards. If you are waiting for results please include estimated grades and indicate so by placing an ‘e’ next to the grade.

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| **Details of Professional Body** | **Study Dates** | **Qualification and Grade**  | **Membership Status and Date Membership Awarded** |
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| 1. **Employment History**
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Please include any previous experience (paid or unpaid), starting with the most recent first. Even if you are attaching a CV you must complete this section.

**Current or Most Recent Employer**

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| **Name of Employer:** |  |
| **Employers Address (Inc. postcode):** |  |
| **Position Held:** |  |
| **Starting Date:** |  |
| **Leaving Date:** |  |
| **Salary (at point of leaving):** |  |
| **Reason for leaving:** |  |
| **Notice Period:** |  |
| **Brief description of main duties:** |
| Click or tap here to enter text. |

**Previous Employer**

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| --- | --- |
| **Name of Employer:** |  |
| **Employers Address (Inc. postcode):** |  |
| **Position Held:** |  |
| **Starting Date:** |  |
| **Leaving Date:** |  |
| **Salary (at point of leaving):** |  |
| **Reason for leaving:** |  |
| **Brief description of main duties:** |
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**Previous Employer**

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| --- | --- |
| **Name of Employer:** |  |
| **Employers Address (Inc. postcode):** |  |
| **Position Held:** |  |
| **Starting Date:** |  |
| **Leaving Date:** |  |
| **Salary (at point of leaving):** |  |
| **Reason for leaving:** |  |
| **Brief description of main duties:** |
|  |

**Previous Employer**

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| --- | --- |
| **Name of Employer:** |  |
| **Employers Address (Inc. postcode):** |  |
| **Position Held:** |  |
| **Starting Date:** |  |
| **Leaving Date:** |  |
| **Salary (at point of leaving):** |  |
| **Reason for leaving:** |  |
| **Brief description of main duties:** |
|  |

**Previous Employer**

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Employers Address (Inc. postcode):** |  |
| **Position Held:** |  |
| **Starting Date:** |  |
| **Leaving Date:** |  |
| **Salary (at point of leaving):** |  |
| **Reason for leaving:** |  |
| **Brief description of main duties:** |
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Please continue on a separate sheet if needed for any additional previous employers.

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| **5. The Faith Mission – Interview Arrangements and Availability** |

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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| **Are there any dates when you will not be available for interview?** |
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| **When can you start working for Faith Mission?** |
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| **6. The Faith Mission – Ethos and Mission** |

The Faith Mission exists to reach people with the good news of the Gospel of Jesus Christ. As an interdenominational agency, it works closely with all Christian churches that share a similar concern for passionate evangelism and evangelical truth, especially in areas where there is little or no biblical witness. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the Faith Mission Values and Statement of Faith.

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| **How would you define the Gospel of Jesus Christ?**  |
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| **Please detail below your own Christian experience – personal testimony and spiritual development** |
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Please continue on a separate sheet if needed

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| **7. Information In support of your application** |

**Skills, abilities and experience –** Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. (Please continue on a separate sheet if necessary).

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| **8. Right to Work** |

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| **Are you subject to any conditions relating to your employment in this country?** |  |
| **If "yes" please use the space below to tell us what these are?** |
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| **If you are a non-UK National do you hold a current UK work permit\*** |  |

\*if yes, should you be invited to interview, you will need to bring your work permit with you. (Original and a photocopy for us to keep)

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| **9. Relationship to Faith Mission Personnel** |

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| **If you are related to, or married to, a staff or Board member of The Faith Mission please state their name and the nature of this relationship below.** |
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| **10. References** |

Please give the detail of three references – At least one should be from your current or most recent employer.

**Current/Most Recent Employer**

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| --- | --- |
| **Name of referee:** |  |
| **Relationship to you:** |  |
| **Address (Inc. postcode):** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

**Second Reference** (this referee should be a long time friend, colleague, etc, able to provide a character and suitability for the role reference)

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| **Name of referee:** |  |
| **Relationship to you:** |  |
| **Address (Inc. postcode):** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

**Church Reference** (this referee will be from your current Church, either your minister or senior church leader)

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| --- | --- |
| **Name of referee:** |  |
| **Relationship to you:** |  |
| **Address (Inc. postcode):** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

Please note: FM will take up references for shortlisted candidates prior to interview.

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| **11. Declaration** |

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. An electronic signature is acceptable though you will be asked to physically sign your application if invited for interview.

## I agree that The Faith Mission can create and maintain electronic and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulations.

**I confirm that I have read and am in agreement with the Faith Mission’s Statement of Faith and that all information given by me on this form is correct and accurate. I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn. Any misrepresentation of qualifications or work experience found in this application form will result in the immediate withdrawal of my application or be deemed gross misconduct and will result in the immediate termination of employment if successful.**

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

Please send your completed application to hr@faithmission.org