# Administration and Finance Officer

**Section 1 – Applicant Details**

**Title**: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Surname**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First** **Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred** **Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2 – Faith, Experience & Background**

**A. Personal Faith and Christian Experience**

**Please tell us about your spiritual life, your conversion testimony, and your walk with God:**

**How long have you been a Christian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is the gospel? (no more than 100–200 words)**

**Why is the church important? (no more than 100–200 words)**

**B. Church Background and Support**

**Name of your current church:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Denomination / Grouping:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How long have you been part of this church:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How do you participate and serve in your local church?**

**Have you spoken to your church leaders about this application?** ☐ Yes ☐ No

**C. Evidence of Relevant Experience**

**Please tell us how your previous experience, knowledge, skills and training — in particular with administration and finance — make you a suitable candidate for this role.**

**\*Please use the Job Description and Person Specification to support your answer.  
 (No more than 800 words)**

**D. Education and Training**

**Secondary, Further and Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | Dates From and To | Subject Studied | Qualifications Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional / Other Qualifications and Memberships**

|  |  |  |
| --- | --- | --- |
| Awarding Body / Qualification | Level / Grade of Membership | Date Obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Occupational Training Courses**

|  |  |
| --- | --- |
| Dates | Details |
|  |  |
|  |  |
|  |  |

**E. Employment and Voluntary Experience**

**Present or Most Recent Position**

|  |  |
| --- | --- |
| **Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_  **Leave Date:** \_\_\_\_\_\_\_\_\_\_\_\_ |

**Description of job and reason for leaving:**

**Previous three positions (you may include voluntary work):**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer’s Name & Address / Type of Business | Job Title & Main Responsibilities | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3 – References & Personal Details**

**A. References**

**Referee 1 (Current or Last Employer)**

|  |  |  |
| --- | --- | --- |
| Name | |  |
| Position |  | |
| Address  Telephone  Email | |  |

**Referee 2 (Character Reference — known you 2+ years, not related)**

|  |  |
| --- | --- |
| Name |  |
| Relationship / Position |  |
| Address  Telephone  Email |  |

**Referee 3 (Current Church Minister or Leader)**

|  |  |
| --- | --- |
| Name / Church |  |
| Position Held |  |
| Address  Telephone  Email |  |

**B. Personal Details**

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town / City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Your Right to Work in the UK**

Are you a British citizen? ☐ Yes ☐ No\*

If YES, please identify which applies:

☐ British Birth Certificate

☐ British Citizen Certificate (Reference No: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_)

☐ British Passport (Reference No: \_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_)

If NO, please complete the following:

Other Passport: Passport No: \_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_ Issue Date: \_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_

EU Settlement Scheme: Date of Birth: \_\_\_\_\_\_\_\_\_\_ Share Code: \_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_

Visa Details: Type: \_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_

Restrictions/Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Criminal Convictions**

Do you have any unspent criminal convictions? ☐ Yes ☐ No

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Offence** | **Sentence** | **Date to be Spent** |
|  |  |  |  |
|  |  |  |  |

**E. Further Details**

Notice period required with current employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates unavailable for interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about this position?

☐ Social Media ☐ Word of Mouth ☐ Job Boards ☐ Friend/Family Member

☐ Christ Church CE Employee/Church Member ☐ Church ☐ Other: \_\_\_\_\_\_\_\_\_\_

**Equal Opportunities Monitoring**

Ethnic origin is not about nationality or citizenship, but a broad ethnic group.

☐ White (British / Irish / Other)

☐ Mixed / Multiple ethnic groups

☐ Asian / Asian British

☐ Black / African / Caribbean / Black British

☐ Other ethnic group: \_\_\_\_\_\_\_\_\_\_

Age / Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability (Equality Act 2010): ☐ Yes ☐ No

**Section 4 – Declaration & Consent**

☐ I declare that the information given is true and complete to the best of my knowledge.

☐ I confirm I have read and subscribe to the Christ Church Crouch End Statement of Faith and Code of Conduct.

Signature (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A – Christ Church Crouch End Statement of Faith**

Christ Church has been part of the Crouch End community for over 150 years and seen many changes but the God we believe in has stayed the same forever.

We are loved by God

We believe in one God: Father, Son and Holy Spirit

We believe God wants to have a relationship with the people that He created

We believe that Jesus died to take the punishment for the rebellion of all humankind

We believe that Jesus overcame death by rising again and is now in heaven

We listen to God through the Bible

We believe in the authority of the Bible as God’s word

We believe that when God's word is taught, people can come to life

We live to glorify God as His church

We believe that God’s church is His family of believers worldwide with Jesus as King

We believe that God welcomes everyone who trusts Jesus as their Lord and Saviour

We believe the good news of the Gospel is just as relevant, necessary and true today as it has always been

**☐ I confirm I have read the Statement of Faith in Appendix A and agree with it.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_