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| **APPLICATION FOR EMPLOYMENT** |

***Confidential Record***

***This form must be completed fully and honestly. If not applicable please write***

***"Not Applicable" in the space provided.***

**APPLICATION DETAILS**

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| **POSITION APPLIED FOR** |  |
| **DATE OF APPLICATION** |  |

**PERSONAL DETAILS**

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| **TITLE** |  |  | **FORENAME** |  |
| **SURNAME** |  | | | |
| **HOME ADDRESS** |  |  | **CURRENT ADDRESS**  *(If different)* | |
| **TELEPHONE NO.** |  |  | **MOBILE NO.** |  |
| **E-MAIL ADDRESS** |  | | | |
| **DO YOU HAVE A CLEAN UK DRIVING LICENCE?** |  | | | |

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| **Are you eligible for Employment in the United Kingdom?**  Yes / No (delete as appropriate)  **What documentation can you provide in order to demonstrate this?** (delete as appropriate)  British Passport YES/NO  Irish Passport (or passport card) YES/NO  UK Birth or Adoption Certificate YES/NO  Irish Birth or Adoption Certificate YES/NO  Certificate of registration or naturalisation as a British citizen YES/NO  Official document showing your name and NI number YES/NO  UK Share Code YES/NO  Eligible Immigration Documents YES/NO |

**EDUCATION & QUALIFICATIONS** *(starting with most recent)*

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| **INSTITUTION**  *(Name & Address)* | **TITLE OF AWARD**  *(e.g. A-level / Degree Etc)* | **RESULTS**  *(Achieved/Expected)* | **DATE** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |

. **EMPLOYMENT EXPERIENCE**

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| *Current / Most recent* | | |
| Company: | | Present/final salary: |
| Address: | | Other forms of remuneration/benefits: |
| Nature of business: | | Notice period: |
| Employment dates: | | Reasons for leaving: |
| Most recent position held & nature of duties: | | Previous positions held (with dates): |
|  | | |
| *Other Employment Experience:* | | |
| Company: | Reasons for leaving: | |
| Address: | | |
| Employment dates: | | |
| Position held & nature of duties: | | |
|  | | |
| Company: | Reasons for leaving: | |
| Address: | | |
| Employment dates: | | |
| Position held & nature of duties: | | |

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|  | |
| Company: | Reasons for leaving: |
| Address: | |
| Employment dates: | |
| Position held & nature of duties: | |

**REFERENCES**

*Please note references will be requested prior to interviewing for all shortlisted candidates. You will be notified beforehand*.

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| **Referee 1 (Church Leader/Mentor)**  Name:  Position:  Email:  Contact number:  Address: | **Referee 2 (Employment manager/supervisor)**  Name:  Position:  Email:  Contact number:  Address: |

**RELEVANT EMPLOYMENT EXPERIENCES**

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| **LEADERSHIP**  *(Use the space below to provide evidence of a situation in which you have shown your leadership qualities)* |
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| **TEAMWORK**  *(Use the space below to provide evidence of a relevant team working experience)* |
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| **PROBLEM SOLVING**  *(Use the space below to describe a significant problem you have faced and the actions that you took to overcome it)* |
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**ATTRACTION AND SUITABILITY**

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| **WHAT ATTRACTS YOU TO WORKING IN THIS POST?** |
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| **WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?** |
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**PERSONAL INTERESTS & ACHIEVEMENTS**

*Please use this to tell us a little bit about yourself.*

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**DISCLOSURE OF CRIMINAL RECORDS**

*The post you are applying for is a regulated activity and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all unspent and spent convictions, cautions, reprimands and final warnings. Any offer of employment is conditional upon a satisfactory Enhanced DBS Check. This will show any convictions, cautions, warnings, or reprimands on your criminal record, including 'spent' convictions. It will also reveal any relevant information held by the police that may not be on a criminal record. Failure to disclose information about a criminal record could result in the withdrawal of a job offer or subsequent dismissal from the role.*

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**ARE YOU FAMILIAR WITH AND AGREE WITH THE VINEYARD STATEMENT OF FAITH?** YES/NO

**WHEN WOULD YOU BE AVAILABLE TO START?**

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| **DECLARATION** |
| *I authorise the church to obtain references to support this application. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act - the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.* |
| **Signature Date** |

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| **ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION**  *Please feel free to add additional information, if required. If you would like to attach a full CV to support your application, please attach it to your email.* |
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