

## APPLICATION FORM

**1** **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Where did you hear about the post?** |  |
|  |
| **Surname:** |  |
| **First Names:** |  |
| **Postal Address:** |  |
|  |  |
|  |  | **Postcode:** |
| **Telephone number** | **Mobile:** |  |
|  | **Daytime:** |  |
|  | **Other:** |  |
| **Email Address:** |  |
|  |
| **NI Number:** |  |
| **Nationality:** |  |
| **Immigration Status:**Do you have the legal right to live and work in the UK?  | Yes [ ]  | No [ ]  |
| If yes, please write in any conditions (e.g. end date, Visa type etc):  |
|   |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  | Yes [ ]  | No [ ]  |
| If yes, please supply further details:  |  |
|   |
| **Current Job:** |  |

**Please detail any special arrangements you need when attending an interview**

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**2 REFERENCES**

Please give the name and address of 2 people we may contact to request a reference. One should be your last employer or volunteer organiser as appropriate.

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| **Employer referee** |
| **Surname:** |  |
| **First Names:** |  |
| **Postal Address:** |  |
|  |  |
|  |  | **Postcode:** |
| **Telephone number** | **Mobile:** |  |
|  | **Daytime:** |  |
|  | **Other:** |  |
| **Email Address:** |  |
| Please indicate here if you would prefer us ***not*** to contact them prior to interview | [ ]  |
|  |
| **Referee 2** |
| **Surname:** |  |
| **First Names:** |  |
| **Postal Address:** |  |
|  |  |
|  |  | **Postcode:** |
| **Telephone number** | **Mobile:** |  |
|  | **Daytime:** |  |
|  | **Other:** |  |
| **Email Address:** |  |
| Please indicate here if you would prefer us ***not*** to contact them prior to interview | [ ]  |

**3** **Qualifications & Training**

Please list the most recent first.

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS/TRAINING** | **DATE GAINED** | **ISSUING ORGANISATION** |
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**4 WORK EXPERIENCE**

Please list and describe your work experience to date, beginning with the most recent. Please account for any gaps in employment.

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| --- | --- | --- | --- |
| **EMPLOYER /ORGANISATION**  | **START & END DATE** | **POSITION, RESPONSIBILITIES, EXPERIENCE GAINED** | **SALARY** |
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Please reprint this page, or use a blank sheet to add more employment history.

# 5 TRAINING COURSES

|  |  |  |
| --- | --- | --- |
| NAME OF COURSE AND ORGANISER | DATE/DURATION | MAIN PURPOSE/BENEFIT |
|  |  |  |
|  |  |  |
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|  |  |  |
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Please reprint this page, or use a blank sheet to add more education history.

**6** **What makes you want to apply for this post?**

Include why you are suited to this role making reference to the Job Description and Person Specification.

**7** **BRIEF PERSONAL TESTIMONY**
 Relevant for posts where there is an Occupational Requirement for the candidate to be a practising Christian.

Please include your most significant, formative life experiences - both positive and negative - as well as when and how you began following Jesus.

**8** **PERSONAL EVALUATION**

 a) What do you consider to be your particular personal strengths?

b) What do you consider to be your particular personal weaknesses?

c) What are your main spiritual gifts?

d) What things have generally satisfied you most in your life and work?

e) What have you generally found to be most challenging?

f) How would a good friend describe you?

g) How would a penetrating critic describe you?

h) Have you previously worked as part of a team?

 If so, in what contexts and in what capacities?

i) What do you consider to be your greatest achievement to date?

j) Why do you want to leave your present job?

**9** **CHURCH AND CHRISTIAN BACKGROUND**

Relevant for posts where there is an Occupational Requirement for the candidate to be a practising Christian

a)What theological traditions have shaped your life and with which do you feel

 most at ease now?

b) What individuals and what movements have been significant influences for you?

**10** **HOBBIES AND INTERESTS**

1. How do you best like to relax on your days off?
2. What are your current hobbies and interests?

**Declaration**

I confirm that to the best of my knowledge the information given on this form is correct.

Signed: Date:

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Please note that this application form and the information contained therein will remain confidential and only be used for the purposes of recruitment to the specified post.

Please return marked Private and Confidential to:

The Church Operations Manager

Purley Baptist Church

Banstead Road

Purley CR8 3EA

or per email to**:** opportunities@purleybaptist.org