APPLICATION FOR EMPLOYMENT

Confidential Record

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

*"Not Applicable" in the space provided.*

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| APPLICATION DETAILS | |
| POSITION APPLIED FOR | DTI Content Creation and Comms Assistant |
| DATE OF APPLICATION |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | |
| Title | Mr / Ms / Mrs / Miss\* | |
| FULL NAME |  | | | |
| Home Address | | | Current Address*(If different)* | |
| Telephone No. | |  | Mobile No. |  |
| E-mail Address | |  | | |

Do you have the right to work in the United Kingdom? Yes / No

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| EDUCATION & QUALIFICATIONS *(starting with most recent)* | | | | | | | |
| INSTITUTION *(Name & Address)* | **TITLE OF AWARD**  *(e.g. A-level / Degree Etc)* | | | | | **RESULTS** *(Achieved/Expected)* | |
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| MEMBERSHIP OF PROFESSIONAL BODIES | | | | | | | |
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| EMPLOYMENT EXPERIENCE *(starting with 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): | | |
|  | | | | | | | |
| Company: | | | Reasons for leaving: | | | | |
| Address: | | | | | | | |
| Employment dates: | | | | | | | |
| Position held & nature of duties: | | | | | | | |
|  | | | | | | | |
| Company: | | | Reasons for leaving: | | | | |
| Address: | | | | | | | |
| Employment dates: | | | | | | | |
| Position held & nature of duties: | | | | | | | |
|  | | | | | | | |
| Company: | | | Reasons for leaving: | | | | |
| Address: | | | | | | | |
| Employment dates: | | | | | | | |
| Position held & nature of duties: | | | | | | | |
| REFERENCES | | | | | | | |
| *(Please note references may be requested prior to interviewing for all shortlisted candidates without your express permission*) | | | | | | | |
| Referee 1:  (Employment manager/Education supervisor) | | | | Referee 2:  (Church Leader) | | | |
| Name: | | | | Name: | | | |
| Position and Church name: | | | | Position and Organisation name: | | | |
| Email: | | | | Email: | | | |
| Contact number: | | | | Contact number: | | | |
| Address | | | | Address | | | |
| RELEVANT EMPLOYMENT EXPERIENCES | | | | | | | |
| **LEADERSHIP**  *(Use the space below to provide evidence of a situation in which you have shown your leadership qualities)* | | | | | | | |
|  | | | | | | | |
| **TEAMWORK**  *(Use the space below to provide evidence of a relevant team working experience)* | | | | | | | |
|  | | | | | | | |
| **PROBLEM SOLVING**  *(Use the space below to describe a problem you have faced and the actions that you took to overcome it)* | | | | | | | |
|  | | | | | | | |
| **PERSONAL INTERESTS & ACHIEVEMENTS**  *(Use the space below to list any spare time activities)* | | | | | | | |
|  | | | | | | | |
| **WHAT ATTRACTS YOU TO WORKING IN THIS POST?** | | | | | | | |
|  | | | | | | | |
| **WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?**  **(Please ensure you have explained how you meet all the essential criteria for person specification)** | | | | | | | |
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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?** | |  | | | | | |

DECLARATION

*I authorise the Company to obtain references to support this application once shortlisted for the role. 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 2018 and the UK GDPR.*

Signature Date

ADDITIONAL INFORMATION