**Application for Employment**

|  |
| --- |
| **Instructions** |

Please complete every section of this form, even if you are submitting your Curriculum Vitae.

Your completed application form should be emailed to **recruitment@essentialchristian.org.**

|  |
| --- |
| **Position**  |

|  |
| --- |
| **Position Applied for:** |

|  |
| --- |
| **How did you find out about this position?** |

|  |
| --- |
| **If this position is advertised as part-time, what would be your preferred working hours?** |

|  |
| --- |
| **Salary Expected: £** |

|  |
| --- |
| **Personal Details** |

|  |
| --- |
| **Title (Mr/Mrs/Miss/Ms/Other):** |

|  |
| --- |
| **Surname**: |

|  |
| --- |
| **First Name:** |

|  |
| --- |
| **Preferred Name:** |

|  |
| --- |
| **Email:** |

|  |
| --- |
| **Address & Postcode:****Home Phone No:** |

|  |
| --- |
| **Mobile Phone No.:** |

|  |
| --- |
| **Do you have a full valid UK driver’s licence?****Yes/No** |

|  |
| --- |
|  |
| **Do you have a car available for use in connection with work?****Yes / No** |

|  |
| --- |
| **Availability for Interview** |

|  |
| --- |
| Please indicate any dates or times when you would not be available to attend an interview: |

|  |
| --- |
| **Education, Training and Qualifications** |

|  |
| --- |
| **Please summarise any educational qualifications you have obtained from school, college or university:**  |

|  |
| --- |
| Please detail any membership of professional institutions or professional qualifications: |

|  |
| --- |
| **Please give details of any other relevant training or qualification you may have in relation to this role:** |

|  |
| --- |
| **Current Employment** |

**Please provide details of your current or most recent employment:**

|  |
| --- |
| **Employer’s name:** |

|  |
| --- |
| **Address:****Postcode:** |

|  |
| --- |
| **Notice Period:** |

|  |
| --- |
| **Position Held:** |

|  |
| --- |
| **Date commenced:** |

|  |
| --- |
| **Date left (if applicable):** |

|  |
| --- |
| **Salary:** |

|  |
| --- |
| **Main Responsibilities:** |

|  |
| --- |
| **Reason for Leaving:** |

|  |
| --- |
| **Previous Employment** |

**Please provide a history of your previous employment and account for any gaps in the dates.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name and address** | Dates of Employment | **Position Held** | **Reason for leaving** |
|  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Statement in Support of your Application** |

Please give a brief statement in support of your application, ensuring that information given is relevant to the job description for the position applied for.

|  |
| --- |
|  |

|  |
| --- |
| **Occupational Requirement** |

If the job description carries an “Occupational Requirement” for the position to be filled by a committed Christian, please briefly explain how you became a Christian, which Church you attend, in which areas of ministry you are involved in serving within the Churc, how you are seeking to be discipled and the impact that your Christian faith has on your everyday life.

|  |
| --- |
|  |

|  |
| --- |
| **Additional Information** |

|  |
| --- |
| **Please detail relevant skills and experience which may be valuable for this role?** |

|  |
| --- |
| **What are your strengths?** |

|  |
| --- |
| **What are your weaknesses?** |

|  |
| --- |
| **In what area(s) will you most contribute to this role?** |

|  |
| --- |
| **Right to work in the UK** |

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ an individual who does not have permission to work in the UK. Therefore, all offers of employment are made subject to the production of documentary evidence of such permission, eg. Passport or other Home Office authorised documentation. Please supply a copy of such evidence when submitting your application.

|  |  |
| --- | --- |
| **Are you able to provide such documentary evidence?**  | **Yes/No** |

|  |
| --- |
| **Reasonable Adjustments** |

|  |
| --- |
| **How many days sickness absence from work have you had in the last 12 months and what were the reasons for those absences?** |

|  |  |
| --- | --- |
| **Are there any reasonable adjustments that Essential Christian would need to make for you to fully meet all the responsibilities of the role for which you are applying?** If yes, please provide further details: | **Yes/No** |
|  |  |
| In order that Essential Christian is able to adequately staff events and fulfil service level agreements with client organisations, every employee is required to serve on staff teams at Spring Harvest and occasionally at other ad hoc events throughout the year. Site roles will involve handling boxes and equipment during lorry loading, setting up a site office, retail displays, exhibition stands and tech equipment, long working hours and fulfilment of other physically demanding tasks. **Are there any reasonable adjustments that Essential Christian will need to make for you to fully meet these event additional responsibilities?** If yes, please provide further details: | **Yes/No** |

|  |
| --- |
| **Safeguarding** |

In order to comply with our Safeguarding Policy, a successful applicant may be required to apply for an Enhanced Disclosure with Child or Adult Barred List check from the Disclosure and Barring Service if their event role will involve unsupervised contact with children or vulnerable adults. A criminal record will not necessarily preclude you from being considered for this post, but you are required to disclose all convictions, cautions, reprimands or final warnings, including those that have become spent.

|  |  |
| --- | --- |
| **Have you had a criminal conviction, caution, reprimand or final warning in this or any other country? If yes, please detail:** | **Yes/No**   |

|  |  |
| --- | --- |
| **Do you have a police enquiry or prosecution pending in this or any other country? If yes, please detail:** | **Yes/No** |

|  |  |
| --- | --- |
| **Has your conduct ever caused or been alleged to cause mental or physical harm to a child or young person or put a child at risk? If yes, please detail:** | **Yes/No** |

|  |  |
| --- | --- |
| **Are you currently the subject of any unresolved safeguarding investigation or allegation? If yes, please detail** | **Yes/No** |

|  |
| --- |
| **References** |

Please provide contact details of two referees (not be related to you), one of whom must be your present or most recent employer. If the job description has an “Occupational Requirement” for the position to be filled by a committed Christian, one of the referees should be your Church leader.

|  |
| --- |
| **Name:** |

|  |
| --- |
| **Relationship to you:** |

|  |
| --- |
| **Address:** |

|  |
| --- |
| **Telephone No:** |

|  |
| --- |
| **Email:** |

|  |
| --- |
| **May we contact this referee prior to interview?****Yes/No** |

|  |
| --- |
| **Name** |

|  |
| --- |
| **Relationship to you:** |

|  |
| --- |
| **Address:** |

|  |
| --- |
| **Telephone No:** |

|  |
| --- |
| **Email:** |

|  |
| --- |
| **May we contact this referee prior to interview?****Yes/No** |

|  |
| --- |
| **Declaration** |

I declare that to the best of my knowledge, the information given in this form is true and accurate. I understand that providing false information may result in the termination of any contract of employment offered. I consent to the details supplied on this form being retained by Essential Christian for the purpose of processing my application. I also consent to references and further checks being made with relevant authorities as required. For full details of Essential Christian’ s Privacy Policy, visit [www.essentialchristian/careers](http://www.essentialchristian/careers).

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

 Essential Christian, 14 Horsted Square, Uckfield, East Sussex. TN22 1QG

 Essential Christian. Registered charity number 1126997. A company limited by guarantee. Registered in England and Wales, number 6667924 .