

# Employment Application Form About You

01.

## Your Application

What position are you applying for?

How did you become aware of this job vacancy? (Please give details of source.)

## Personal Details

Title

First name(s)

Surname

Place of birth

Address

Postcode

Tel: Home

Tel: Mobile

Tel: Work

May we contact you at work? (Y/N)

Email

Can you drive a car? (Y/N)

Do you own a car? (Y/N)

How long have you held your licence?

Have you been charged with or convicted of a criminal offence,  
or are you at present the subject of criminal investigations? (Y/N)

If 'yes', please provide full details on a separate sheet.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be strictly confidential. A criminal record will not necessarily be a bar to obtaining a position. (See Recruitment of Ex Offenders policy).

Fill out the form digitally or print out and complete the form by hand (Please write clearly in **black ink**.)

Complete all sections of the form.

When complete, please return to:

**HR Team**

**The Message Trust**

**Lancaster House**

**Harper Road**

**Sharston**

**Manchester**

**M22 4RG**

or email the digital form to:

**jobs@message.org.uk**

The Message Trust  
Lancaster House,  
Harper Road,  
Sharston,  
Manchester,  
M22 4RG

Tel: 0161 946 2300  
Fax: 0161 946 2310  
Email: info@message.org.uk

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# Employment Application Form

## Education and Qualifications

02.

Please provide details of your education, as well as any training or courses you have undertaken with details of the qualifications you received.

*Please structure the information in this format: Start Date - End Date, Establishment or Awarding Body, Title of Qualification, Grade, Other Details of Course and Qualification.*

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## Employment History

03.

Have you previously worked for The Message (including volunteer work) or applied for a job with us? (Y/N)  If 'yes', please give details

Current/Most recent employer      Type of organisation

Job title      Salary      Start date

Please give a brief description of your role:

Are you still employed? (Y/N)      If 'yes', length of notice required?

If 'no', date ended:

Reason for leaving?

## References

Most recent employer  
Name

Pastor/Church leader  
Name

Job title

Job title

Address

Address

Telephone number

Telephone number

Email

Email

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## Employment History

04.

Please provide details of your employment history, covering the past seven years with your most recent employer first. Please account for all gaps in your employment including voluntary and community work.

*Please structure the information in this format: Start Date - End Date, Name of Employer, Address of Employer, Type of Organisation, Salary (upon leaving), Job Title, Main Duties, Reason for leaving. (Continue on a separate sheet if necessary.)*

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## Personal Statement

05.

In reference to the position you are applying for, please give an account of any experience, knowledge, skills and training you have which meet the requirements of the post. Please include any other information you feel is relevant in support of your application, e.g. reason for applying, what you can offer to the post. (Continue on a separate sheet if necessary.)

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# Employment Application Form Declaration

Please read through the accompanying 'Mission and Vision' and 'Ethos and Values' statements. The Message is an organisation with clear Christian principles. Please give your perspective on these statements:

Employees are required to take a full part in the ministry's activities, e.g. prayer days, daily prayer and monthly evangelistic events. Are you willing to take a full part in these activities?

**A Disclosure will be requested in the event of a successful application. A copy of the CRB Code of Practice is available on request or can be viewed at [www.CRB.gov.uk](http://www.CRB.gov.uk).**

Are you willing to undergo a Disclosure to the level specified in the relevant job description? (Y/N)

Has there ever been any cause for concern regarding your conduct with children? (Y/N)

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by Social Services and / or the Police? (Y/N) If 'yes', please give details on a separate sheet.

Are you prepared to undergo a medical examination at the expense of The Message if requested? (Y/N)

Are you eligible to work in the UK? (Y/N)

Are you able to provide a short version of your birth certificate or other documentation accepted by the Asylum and Immigration Act if offered a post? (Y/N)

**I hereby authorise The Message to obtain references to support this application and accept and release The Message and referees from liability caused by giving and receiving information. I give express permission for the personal data on this form to be held and processed by The Message. I confirm that the information given on this form is correct and any misleading or falsification of information may be proper cause for rejection, or if employed, cause for dismissal.**

Signature

Date

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