

**OFFICE USE**

**TEAM LEADER APPLICATION FORM**

**Name**: ………………………………… **DOB:** ………… **How did you hear about Eden?** ……….……….….

**Address:** …………………………………...……………. **Postcode:** ……….… **Phone:** ……….……….……..

**Email:** ……………………………………………………..

**How did you become aware of this job vacancy?** ………………………………………………………………….

**Do you have any significant relationships and/or dependants?** …………………………………………….

**EDUCATION / QUALIFICATIONS / TRAINING / COURSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates / Duration** | **Establishment / Organiser** | **Details / Qualifications Gained** | **Grade / Level** |
|  |  |  |  |

**EMPLOYMENT**

PRESENT / MOST RECENT EMPLOYER: …………………………………………………………………………..

TYPE OF ORGANISATION: ……………………………………………………………………………………………

JOB TITLE: ……………………………………… SALARY: …………………… START DATE: ……………...…..

BRIEF DESCRIPTION OF DUTIES: …………………………………………………………………………………..

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ARE YOU STILL EMPLOYED? **YES / NO** IF ‘YES’ LENGTH OF NOTICE REQUIRED? …………………….

IF ‘NO’ DATE ENDED: …………………….. REASON FOR LEAVING: …………………………………………..

**EMPLOYMENT HISTORY**Please list most recent employer first and account for all gaps in employment history including voluntary or community work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates From / To** | **Name & Address of employer / Type of Organisation** | **Salary (on leaving)** | **Job Title & Main Duties** | **Reason for Leaving** |
|  |  |  |  |  |

**TEAM:** Which Team Leader position are you applying for? Tell us about your vision for this team.

**URBAN MISSION:** What opportunities and challenges do you expect to find?

**SUPPORTING STATEMENT:** With close reference to the job description and person specification give an account of any experience, knowledge, skills and training you have which meet the requirements of the post. Please also comment on your view of Eden’s clear Christian ethos and a strong incarnational DNA.
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.

Eden Team Leaders are required to take full part in Eden Network activities, e.g. monthly prayer days, annual Visitor Weekends and Network events. Are you willing to actively participate in these activities?

**STRENGTHS:** Tell us about your two greatest strengths.

**WEAKNESSES:** Tell us about your two biggest weaknesses.

**REFERENCES:** Please provide contact details for the following referees:

Church Leader Name: May we contact pre-interview? Yes / No

Email:

General Referee Name: May we contact pre-interview? Yes / No

Email:

**I have prayerfully considered all the information and insight I have gained into Eden so far and have fully and frankly completed this form to the best of my ability.**

**I hereby authorise The Message to obtain references to support this application and accept and release The Message/Partner Church and referees from liability caused by giving and receiving information. 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.**

I understand that the information given on this form will be held by The Message for the purpose of processing my application and that I may be sent further information about the work of The Message.

**SIGNED**: …………………………………………………………… **DATE**: ………………………………

 (Please type name if completing electronically)



Lancaster House, Harper Road, Sharston, Manchester, M22 4RG

The Message Trust is a Registered charity No. 1081467.

**A registered data user.**

**IMPORTANT: SAFEGUARDING / CHILD PROTECTION DECLARATIONS**

|  |
| --- |
| Have you ever had an offer to work with children/young people declined?Yes / No If “YES” please give details. |
| Do you suffer or have you suffered any illness which may directly affect your work with young people?Yes / No If “YES” please give details. |

**The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)**

Due to the nature of the work for which you are applying this position is exempt from the provision of section 4 (II) of The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children/young people with the Eden Network.

|  |
| --- |
| Have you ever been charged with or convicted of a criminal offence; or are you at present the subject ofcriminal investigations? (NB The disclosure of an offence may not prohibit your appointment)Yes / No (please circle) If “YES” please give details including the nature of the offence(es) and dates. |
| Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?Yes / No (please circle) If “YES” please give details and dates. |
| Has there ever been any cause for concern regarding your conduct with children?Yes / No (please circle) If “YES” please give details. |
| To your knowledge have you ever had any allegation made against you whichhas been reported to, and investigated by, Social Services and/or the Police?Yes / No (please circle) If “YES” we will need to discuss this with you. |
| I confirm that the submitted information is correct and complete.Signed: ……………………………………………….. Date: ………………... (Please type name if completing electronically) |

**NOTE: A full DBS check will be requested in the event of a successful application.**

**THE MESSAGE TRUST**

**RECRUITMENT OF EX OFFENDERS POLICY**

* As an organisation using the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust, The Message Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
* We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
* We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide a range of candidates, including those with criminal records. We select all applicants for interview based on their skills, qualifications and experience.
* Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at the outset of the recruitment process. We request on the application form that this information is sent under a separate confidential cover to a designated person within The Message Trust and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows The Message Trust to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.
* We ensure that all those in The Message Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders, e.g. the Rehabilitation of Offenders Act 1974.
* At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
* We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
* We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.