

HEBRON HALL CHRISTIAN CENTRE

Hebron Hall Ltd, Cross Common Road, Dinas Powys, Vale of Glamorgan CF64 4YB

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

(Please type or write clearly using CAPITALS)

Application for the post of: Registered Manager, Bethel House		
Department: Bethel House	Closing Date: tba	Ref No: 1908BHRM

PERSONAL DETAILS

Surname:	Forename(s):	Title:
Address:		
Postcode:		
E-mail:	Date of Birth:	N.I. Number:
Telephone - Work:	Home:	Mobile:

Do you hold a current full driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you own a car? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you any current endorsements? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please give details	

EDUCATION HISTORY

School/College:	Qualifications gained (with dates):
Other Training (Examination Board):	Qualifications gained (with dates):

EMPLOYMENT HISTORY

1. Name and address of current or most recent employer:	From:	To:
	Current Salary:	
	Job title:	
Notice required:		
2. Name and address of previous employer:	From:	To:
	Salary:	
	Job title:	
3. Name and address of previous employer:	From:	To:
	Salary:	
	Job title:	
4. Name and address of previous employer:	From:	To:
	Salary:	
	Job title:	
5. Name and address of previous employer:	From:	To:
	Salary:	
	Job title:	

COMMUNITY OR OTHER VOLUNTARY EXPERIENCE

Please give brief details of community or other voluntary work, naming the relevant organisation and outlining responsibilities etc:

LEISURE

Please give details of leisure interests, sports, hobbies and other pastimes:

Are you currently actively involved in a church? YES NO

If YES, please give details:

REFERENCES

Please give the name, address, telephone number and email address of three people from whom we can obtain references. The first should be your current/or most recent employer. Do not use personal friends or relatives as referees. The third referee should be a Pastor, Vicar or Elder in your church who is able to give a spiritual reference for you.

Current Employer - professional reference

1. Name:

Position:

Address:

Telephone No:

Email:

Former Employer - professional reference

2. Name:

Position:

Address:

Telephone No:

Email:

Pastor/Vicar/Elder/Church leader - spiritual reference

3. Name:

Position:

Address:

Telephone No:

Email:

If you are shortlisted, we will contact your referees before the interview.

Please indicate if we may contact your current employer : YES NO

REHABILITATION OF OFFENDERS ACT 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of certain services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question should include any "spent" convictions.

Have you ever been convicted of a criminal offence YES NO If YES please give details

GENERAL COMMENTS

Please detail below your reasons for this application, achievements to date, your Christian walk and the strengths you would bring to this post (please continue on a separate sheet of paper if required).

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of your intention and obtain your permission prior to contacting your doctor).

Signed:

Date:

When completed, please send the application form to James Richards, Hebron Hall, Dinas Powys CF64 4YB or to general.manager@hebronhall.org

Please note that CVs will not be accepted without a completed application form.

FOR OFFICE USE ONLY

Interview Date and Notes:

Offer Letter: Y/N Date:

Rejection Letter: Y/N Date:

Acceptance: Y/N Date:

References sought: Y/N Date:

Medical: Y/N Date:

Date Filed: