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# All Nations Christian College

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## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Since these forms will be photocopied to members of the shortlisting/interviewing panel, please write clearly in black ink.

|  |  |
| --- | --- |
| Position applied for: |  |
| Date available to take up employment: |  |

**PERSONAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name: |  | | | Title: |  |
| Address |  | | | | |
| Post code: |  |  |  | | |
| Home tel: |  | Work tel: |  | | |
| Fax: |  | Email: |  | | |
| Nationality: |  | Do you require a work permit to work in Britain? | | | YES / NO |
|  |  |  | | |  |
| Where did you hear of the vacancy? | |  | | |  |

**EDUCATION**

**Please list establishments, years attended and any qualifications gained.**

Secondary schools

College/University

Other

Further education

**PRESENT EMPLOYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job title: | |  | | | |
| Employer name: | |  | | | |
| Employer address: | |  | | | |
| Type of work: | |  | | | |
| Duties / responsibilities: | | |  | | |
| Start date: |  | | | End date: |  |
| Salary: |  | | | Notice period: |  |

Please give your evaluation of the contribution you have been able to make in your present job. Describe your satisfactions and frustrations, and the challenges and opportunities you have faced.

**PREVIOUS EMPLOYMENT** (Starting with the most recent)

|  |  |  |
| --- | --- | --- |
| ***Organisation:*** | ***Role description:*** | ***Dates from-to:*** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| What languages do you speak? |  |

**Please comment on your:**

**1.** hobbies/leisure activities

**2.** involvement in the wider community

**CHRISTIAN BACKGROUND (for roles with a genuine occupation requirement for the post-holder to be a Christian)**

Describe the beginnings of your Christian faith

How do you maintain and strengthen your spiritual life?

How does your Christian faith affect your day to day living?

|  |  |  |
| --- | --- | --- |
|  |  |  |

Please give details of the church of which you are **now** a member.

Name of church:

How long have you been attending this church? (If less than a year, please give the name of your previous church and length of attendance)

Describe your present involvement in this church

What other Christian work have you taken part in?

**PERSONAL ASSESSMENT**

What do you consider to be your strengths, and your particular areas of gifts, skills and competence?

What do your consider to be areas in which you do not have strength?

Please state why you think you would be an excellent candidate for the role applied for (you can continue on another page)

What experience do you have of administration, and how do you rate your administrative skills?

What I.T. skills do you have?

Are there any aspects of the job description which you would find it difficult to fulfil?

Are there any concerns that you would like to share?

**PASTORAL/PERSONAL REFEREES**

(not a relative; one to be from your church leader, if applicable)

Please give two names, addresses and telephone numbers/email addresses.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Occupation |  | Occupation |  |
| Telephone No. |  | Telephone No. |  |
| Email: |  | Email: |  |

**Consent to contact (please circle):**

|  |  |
| --- | --- |
| Yes No | Yes No |

**BUSINESS REFEREES**

Please give **two** names, addresses and telephone numbers/email addresses.

**Your present or most recent employer** **Another employer**

If self-employed, a person with whom you (If possible, one who can knowledgably

have worked closely. comment on your suitability for this particular role).

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Occupation |  | Occupation |  |
| Telephone No. |  | Telephone No. |  |
| Email: |  | Email: |  |

**Consent to contact (please circle):**

|  |  |
| --- | --- |
| Yes No | Yes No |

|  |
| --- |
| **Criminal record** |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. |
|  |

**IN CASE OF EMERGENCY**

If you wish to do so, please give details of next of kin or person who can be contacted in an emergency.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name: |  | | | Title: |  |
| Address |  | | | | |
| Post code: |  | Relationship: |  | | |
| Home tel: |  | Work tel: |  | | |

Employees may be required to be checked with the Disclosure & Barring Service (DBS) and any employment offers are subject to satisfactory investigation, acceptable references and eligibility to work in the UK for the duration of the contract.

**Recruitment policy**

It is the College’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

Positions of employment are offered on merit.  However, we aim to ensure that job requirements and job selection criteria are clear and based only what is required to get the job done effectively.  We will avoid making stereotypical assumptions based on protected characteristics about who is able to do a particular job. We further aim to ensure that no job applicant is placed at a disadvantage by practices or requirements which disproportionately disadvantage protected groups and which are not justified by the demands of the job.

I authorise the company to obtain references to support this application, as indicated by my consent to contact above, and release the company and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.

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

Please note that the information given on this form will be regarded as confidential, but will be copied and made available to those responsible for staff appointments.

***Please see our Recruitment Privacy Policy on the website to learn how we look after your personal data.***

**Please return the completed form** to the College & HR Administrator, Jillian Walker, by email to [hr@allnations.ac.uk](mailto:hr@allnations.ac.uk) or return in an envelope marked ‘Strictly confidential’ to Jillian Walker, College & HR Administrator c/o All Nations Christian College, Easneye, Ware, Herts, SG12 8LX