

**Assemblies of God**

JOB APPLICATION FORM

|  |  |
| --- | --- |
| Post Applied For |  |

Where did you hear about this vacancy?

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| **Personal Details** |

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| --- | --- | --- | --- |
| Title |  | Name |  |

|  |  |
| --- | --- |
| Address |  |
|  |  |
|  | Postcode |

|  |  |
| --- | --- |
| Home Telephone |  |
| Mobile |  |
| Email Address |  |

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| **Employment History** |

Please start with the **current or most recent** period of employment:

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | End Date |  |
| Name Of Employer |  | | |
| Address |  | | |
| Position Held |  | | |
| Reason For Leaving |  | | |
| Main Duties |  | | |

Previous Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | End Date |  |
| Name Of Employer |  | | |
| Address |  | | |
| Position Held |  | | |
| Reason For Leaving |  | | |
| Main Duties |  | | |

Previous Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | End Date |  |
| Name Of Employer |  | | |
| Address |  | | |
| Position Held |  | | |
| Reason For Leaving |  | | |
| Main Duties |  | | |

Continue on a separate sheet if necessary to list all employment.

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| **Education & Qualifications** |

Please give details of the school/college/university you attended and include all academic, technical and professional qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| School | Subjects | Qualification & Grades | Date |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College/University | Course | Qualification & Grades | Date |
|  |  |  |  |

Please give details of any training and development courses or non-qualification courses which support your application including on-the-job training:

|  |  |
| --- | --- |
| Training Course or Programme | Duration of Course and Date |
|  |  |

Please give details of any professional bodies you are a member of:

|  |  |
| --- | --- |
| Professional Body | Membership Type |
|  |  |

Please give details of any publications or other relevant work:

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| **Suitability for the role** |

Please explain here how you meet the requirements of the role, including what abilities, skills, knowledge and experience you bring that is relevant to the job you are applying for and your reasons for applying for this position.

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| Continue on a separate sheet if necessary |

Please explain any Christian Ministry experience that would be relevant to the job you are applying for (if applicable to the role):

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| Please tell us if there are any dates when you will not be available for interview: |
|  |
| **Criminal Record Disclosure** |

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. Any information will be completely confidential and will be considered only in relation to this application.

If relevant to the role, you will be required to submit to a DBS / Enhanced DBS check. Any offer of employment will be subject to a satisfactory disclosure report. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. Suitability will be considered in the light of all available information.

*In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.*

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If yes, please give details below. Yes No

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*Please note, you can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked* ***CONFIDENTIAL*** *and state your name and the details of the post.*

***I have attached details of my conviction separately:***

***(please mark with an X if appropriate)***

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| **Protecting Children & Vulnerable Adults** |

The following information may be required if the post you are applying for has a requirement for a Disclosure & Barring Service check.

Are you aware of any police enquiries undertaken

following allegations made against you which may

have a bearing on your suitability for this post? Yes No

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| **Right To Work In The UK** |



Are you free to remain and take up employment in 

the UK with no current immigration restrictions? Yes No

Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK, you will be required to provide original documents as evidence prior to appointment.

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| **Driving Licence (if relevant to the post)** |



Do you hold a full, clean driving licence valid in the UK? Yes No

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| **Disability Discrimination** |

The Equality Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.



Do you consider yourself to have a disability? Yes No



Do you believe any adjustments need to be

made in order for you to carry out this role? Yes No

If yes to either of the above, please give details:

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|  |

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements 

in order for you to attend the interview? Yes No

If yes, please give details:

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| **References** |

Offers of employment are subject to two satisfactory references, one of which must be from your present or most recent employer. Please give the names and addresses of your two most recent employers. If you are unable to do this, please clearly outline who your references are:

*No approach will be made to your present or previous employers before an offer of employment is made.*

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Work Relationship |  |
| Company |  |
| Full Address |  |
| Telephone |  |
| Email |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Work relationship |  |
| Company |  |
| Full Address |  |
| Telephone |  |
| Email |  |

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| **Data Protection Statement** |

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this for, by the referees you have noted and the educational institutions noted and may undertake to verify your qualifications for recruitment purposes only. AoG will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legal obligation and legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available from [hr@aog.org.uk](mailto:hr@aog.org.uk).

**Declarat**

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| **Declaration**  **(please read this carefully before signing)** |

I hereby confirm that:

* All the information given by me on this form is complete and correct to the best of my knowledge and that any untrue or misleading information will give my employer the right to terminate any employment offered.
* I understand that any offer of employment is subject to AoG being satisfied with the results of a series of relevant checks, including references, eligibility to work in the UK, criminal convictions (if relevant to the job) and probationary period.
* I possess all the qualifications which I claim to hold.

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| --- | --- |
| Please sign in the space below: | Date |
|  |  |

Please return this form by post or email to:

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| --- | --- |
| Human Resources |  |
| AoG Manchester Offices  Floor 2, No 1-2 The Cottages  Deva City Office Park | Email: [hr@aog.org.uk](mailto:hr@aog.org.uk) |
| Trinity Way |  |
| Manchester |  |
| M3 7BE |  |