



Please Complete ELECTRONICALLY and return to admin@familytrust.org.uk

Please attach your CV, which should include education, qualifications and work experience with dates, explaining any gaps in employment. Should you wish, you may also attach a covering letter.

Positions within The Family Trust come under the 'genuine occupational requirement' criteria to be a committed Christian. We are unable to accept applicants who are not UK residents or do not currently have a permit to work in the UK.

Application for the position of:

Title:

Full Name:

Address:

Postcode:

Home Telephone:

Mobile Number:

Email Address:

Do you have a full UK driving licence and access to a vehicle?

YES

NO

Please give a description of what it means to be a Christian, how you yourself came to faith in Jesus Christ and your subsequent growth as a Christian since that time:

Have you worked in administration before? Describe your experience and qualifications.

What do you like/dislike the most about being an administrator?

What is your biggest accomplishment to date in this role?

In your previous position, what task(s) did you find most challenging? What did you do to ensure you executed the tasks at a high level?

What do you think is the greatest contribution an administrator makes to a team?

Please give examples of your communication skills with stakeholders, whether verbal or written.

What software programs have you used? Are you confident with using Office 365?

Can you give an example of when you have used your initiative to overcome an IT/Software issue?

Do you have any specific tools you like to use for time management and organisation?

What do you think is the greatest contribution an administrator makes to a team?

How do you juggle competing high priority tasks?

Do you have any other skills that you think could be used within our work?

Please provide contact details of two people whom you would like to act as referees. Ideally one of these should be a person who has supervised you, a colleague/co-worker, the other a church leader/elder who knows you well.

Please indicate if any of these people are NOT a Christian as we will ask slightly different questions of them.

Please indicate if any referee should NOT be approached BEFORE your interview.

Title: Full Name:

Relationship to you:

Home Telephone:

Email Address:

Title: Full Name:

Relationship to you:

Home Telephone:

Email Address:

If a job is offered to you, what date would you be able to commence work for The Family Trust?

Have you at any time been convicted, investigated or the subject of an enquiry for abuse or any abuse related activity or inappropriate behaviour. YES NO

If yes, please supply full details on a separate sheet. (Any such offence must be declared, as the provision of the Rehabilitation of Offenders Act does not apply.)

I am not currently on probation or conditional discharge; I have not been bound over or subject to a police caution for any offence or subject to any unspent criminal conviction.

Name: Date: