|  |
| --- |
| **Application for Employment with Mercy UK** |

Please complete all sections of this formand return your application to [HR@mercyuk.org](mailto:HR@mercyuk.org) addressed to the HR Team.

Alternatively you can post your application to: The HR Team, Mercy UK, Cragg Royd, Lowertown, Oxenhope, West Yorkshire, BD22 9JE.

**If handwritten, please use black ink and ensure that your writing is legible.**

|  |
| --- |
|  |

|  |
| --- |
| **1. Basic Details** |

**First Name:**

|  |
| --- |
|  |

**Last Name:**

|  |
| --- |
|  |

**Preferred Name:**

|  |
| --- |
|  |

**Title:**

|  |
| --- |
|  |

**What position are you applying for?**

|  |
| --- |
|  |

|  |
| --- |
| **2. Your Relationship to Mercy UK** |

**How did you hear about this position?**

|  |
| --- |
|  |

**Do you have any previous connections with Mercy UK?**

* Yes
* No

**If yes, please provide details:**

|  |
| --- |
|  |

**Have you ever applied to, worked for or volunteered for Mercy UK?**

* Yes
* No

**If yes, please provide details:**

|  |
| --- |
|  |

**Why do you want to work for Mercy UK?**

|  |
| --- |
|  |

**Why do you think you are suitable for the role you have applied for?**

|  |
| --- |
|  |

All positions carry an Occupational Requirement (OR) on the grounds of religion and belief in keeping with current guidance. Some post holders carry an OR on the grounds of gender - this will be stated on the job description and/or person specification. All post holders must be able to demonstrate a Christian belief and value system, in line with Mercy UK’s core objectives and values.

**Please describe how you believe you meet the occupational requirements of religion and belief for this role:**

|  |
| --- |
|  |

|  |
| --- |
| **3. Contact Details** |

**Phone Number:**

|  |
| --- |
|  |

**Email Address:**

|  |
| --- |
|  |

**Current Postal Address and Postcode:**

|  |
| --- |
|  |

|  |
| --- |
| **4. Further Basic Details** |

**Are you currently eligible to live and work in the UK?**

* Yes
* No

**Do you foresee any future restrictions on your continued right to live or work in the UK?**

* Yes
* No

**If yes, please provide details:**

|  |
| --- |
|  |

**Do you hold a valid full UK driving license?**

* Yes
* No

**Do you have your own vehicle?**

* Yes
* No

|  |
| --- |
| **5. Previous Employment Details** |

Please give details of your current and recent employment history. You can include any experience that may be relevant to your application.

**Current or most recent job title:**

|  |
| --- |
|  |

**Name of employer:**

|  |
| --- |
|  |

**Start Date:**

|  |
| --- |
|  |

**Reason for change/leaving:**

|  |
| --- |
|  |

**End Date:**

|  |
| --- |
|  |

**What is your notice period?**

|  |
| --- |
|  |

**Brief details of responsibilities and duties:**

|  |
| --- |
|  |

|  |
| --- |
| **5. Previous Employment Details (cont.)** |

**Next most recent job title:**

|  |
| --- |
|  |

**Name of employer:**

|  |
| --- |
|  |

**Start Date:**

|  |
| --- |
|  |

**Reason for change/leaving:**

|  |
| --- |
|  |

**End Date:**

|  |
| --- |
|  |

**Brief details of responsibilities and duties:**

|  |
| --- |
|  |

|  |
| --- |
| **5. Previous Employment Details (cont.)** |

**Next most recent job title:**

|  |
| --- |
|  |

**Name of employer:**

|  |
| --- |
|  |

**Start Date:**

|  |
| --- |
|  |

**Reason for change/leaving:**

|  |
| --- |
|  |

**End Date:**

|  |
| --- |
|  |

**Brief details of responsibilities and duties:**

|  |
| --- |
|  |

|  |
| --- |
| **6. Details of Education and Training** |

Please list any academic or professional qualifications that you hold that may be relevant to the post. If you need to attach additional sheets of paper, please do so.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Awarding Body** | **Result** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please list any training you have received that may be relevant to the role. If you need to attach additional sheets of paper, please do so.

|  |  |  |
| --- | --- | --- |
| **Course** | **Provider** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Are you a member of any professional bodies?**

* Yes
* No

**If yes, please provide details:**

|  |
| --- |
|  |

|  |
| --- |
| **7. General Skills** |

Please supply specific examples of any experience that you have which demonstrates your skills in the following areas.

**Communication (including verbal, written and IT):**

|  |
| --- |
|  |

**Teamwork:**

|  |
| --- |
|  |

**Leadership:**

|  |
| --- |
|  |

**Time Management:**

|  |
| --- |
|  |

|  |
| --- |
| **8. Other Skills and Personal Interests** |

**Please use the box below to describe any other training or skills, abilities, interests or achievements that you may have:**

|  |
| --- |
|  |

|  |
| --- |
| **9. Your Christian Faith** |

This position carries an Occupational Requirement on the grounds of gender, religion and belief in keeping with the Equality Act 2010. All post holders must be able to demonstrate a Christian belief and value system, in line with Mercy UK’s core objectives and values.

Where post holders must be female this will be stated on the job description and/or person specification.

**Please tell us about your personal testimony regarding your journey to salvation:**

|  |
| --- |
|  |

**How would you describe your Christian faith?**

|  |
| --- |
|  |

**How would you describe your relationship with God the Father, Jesus Christ and the Holy Spirit?**

|  |
| --- |
|  |

**Are you currently attending a church?**

* Yes
* No

**If yes, which church do you attend?**

|  |
| --- |
|  |

**How long have you attended this church?**

|  |
| --- |
|  |

**Please give details of any opportunities you have taken to serve or volunteer within your church and/or your community:**

|  |
| --- |
|  |

|  |
| --- |
| **10. Supporting Information** |

|  |  |  |
| --- | --- | --- |
|  | | |
| Rehabilitation of Offenders Act 1974  We welcome applications from any individual who may have a criminal record. Each application will be considered upon their merit.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?   * Yes * No   Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?   * Yes * No   If yes, please give the date(s), offences(s) and sentences(s) passed below: | | |
| **Date:** | **Offence:** | **Sentence:** |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

|  |
| --- |
| **11. Declaration** |

I confirm that to the best of my knowledge and belief, the information I have given on this form and any additional sheets is correct. I understand that any misleading statement or deliberate omission may result in my dismissal from the recruitment process.

Mercy United Kingdom will hold your personal details on file and will not release them to any third party without your consent. We will process all your personal information in line with relevant Data Protection laws. Further details can be found at [Mercyuk.org/privacy-notice](http://mercyuk.org/privacy-notice)

**Signature**

|  |
| --- |
|  |

**Print name:**

|  |
| --- |
|  |

**Date:**

|  |
| --- |
|  |

*The following sections should be completed but will not be seen by interviewers*

|  |
| --- |
| **12. References** |

Please supply contact details of an employer, or a manager / supervisor / team leader, who knows you in a work capacity and would be willing to supply a professional reference:

**Name:**

|  |
| --- |
|  |

**Address:**

|  |
| --- |
|  |

**Contact Telephone Number:**

|  |
| --- |
|  |

**Email Address:**

|  |
| --- |
|  |

**Position/Capacity in which named person knows you:**

|  |
| --- |
|  |

Please supply contact details of someone from your church or another Christian, who knows you personally and would be willing and able to supply a personal reference:

**Name:**

|  |
| --- |
|  |

**Address:**

|  |
| --- |
|  |

**Contact Telephone Number:**

|  |
| --- |
|  |

**Email Address:**

|  |
| --- |
|  |

**Position/Capacity in which named person knows you:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  |  |
| Please tick the box if you do NOT want referee’s to be contacted prior to interview |  |

|  |
| --- |
| **13. Equal Opportunities** |

Under the provision of the Equality Act 2010, we aim to be an equal opportunities employer and employees receive equal treatment regardless of race, colour, ethnicity, nationality, religion, disability, age, gender, sexual identity or marital status where any of these cannot be shown to be an occupational requirement of the job concerned. Recruitment, selection and promotion processes will be monitored to ensure that individuals are treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, please answer the following questions by highlighting your response. The information you have provided here will be stored in accordance with relevant Data Protection laws and our privacy notice. Further details can be found at [Mercyuk.org/privacy-notice](http://mercyuk.org/privacy-notice)

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Gender** | Male | Female | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Age** | 16 - 25  26 - 35 | 36 - 45  46+ | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Ethnic Origin** | White British  Black/Black  British  Chinese | White Irish  Asian/Asian British  Mixed | White Other  Other  Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Sexual orientation** | Heterosexual | Other | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Marital Status** | Married  Divorced | Single  Widowed | Separated  Other:  Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **6. Disability** | Do you consider yourself to have a disability under the Disability Discrimination Act 1995?  If yes, what is the nature of your disability? *(optional)* | Yes  No  Prefer not to say |

|  |  |  |
| --- | --- | --- |
| **7. Health** | Are you in good health? | Yes  No  Prefer not to say |