APPLICATION FORM FOR POSITION AT OCMS

Thank you for your interest in the advertised position at OCMS. Please complete this information pack and send it to [jobs@ocms.ac.uk](mailto:jobs@ocms.ac.uk). Please limit your responses to 1-3 paragraphs for each question.

Position Applied for: **ADMINISTRATIVE ASSISTANT**

PERSONAL INFORMATION

| Family name: | Title: |
| --- | --- |
|  |  |
| Other names in full: | Preferred name: |

| Current address: | Previous Address (if the current one is less than 5 years): |
| --- | --- |
| Telephone number: | E-mail address: |
| Church Affiliation: | Academic or professional qualifications: |

INFORMATION IN SUPPORT OF YOUR APPLICATION

| Faith & Values: OCMS is a spiritual, missional, academic organisation, as highlighted by our Vision and Mission Statements, Statement of Faith and Ethics, and our Values Statement. We describe ourselves as evangelical by conviction, ecumenical by relationship. Tell us something of your own journey of faith and your calling. |
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| Administrative Experience: Please inform us of any administrative experience that you have. |
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| Working in a team: Please tell us about any experience you have of working in a team. |
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| Education and professional training: Please tell us how your education and professional training has prepared you for the post (in addition to providing your CV separately). |
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| Additional Information: If you wish to share with us any additional information which may help us to know you and your preparedness better, please let us know. |
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| Health  Do you have any health issue that we should know of, which may affect your role as a Staff Member? Please tell us if there are any 'reasonable adjustments' OCMS can make to assist you in your application or with our recruitment process under the Equality Act 2010? If 'Yes', please disclose? |
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| Disclosure of Conviction(s), Disciplinary Issue(s), etc:  As part of your application, OCMS will undertake suitable checks (e.g. Disclosure Barring Service) to ensure no conflict of interest is present for this role or any future role within the organisation. Convictions that are irrelevant to this job will not be taken into account.  You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974 (for general guidance, this will include any sentence of imprisonment for more than 4 years, and any offence involving children or vulnerable adults).  If you require further information on this please let us know. |
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| Have you been convicted of a criminal offence that is not 'spent'?  If so, please give details of date(s), offence(s) and sentence(s) passed (attach a separate sheet paper if necessary). |
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| Have you been the subject of any disciplinary action in the course of your work or ministry?  If so, please give details of date(s), decision(s) and outcomes (attach a separate sheet paper if necessary). |
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WORKING & LIVING IN UK

| In accordance with the Asylum and Immigration Act (1996) OCMS has an obligation to check the documentation that you are legally able to work in the UK.  Do you currently have the legal right to live and work in the UK? |
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| Do you hold a UK passport or visa? (Please give date of issue and date of expiry)? |
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REFERENCES

Your employment with OCMS is subject to receipt of satisfactory references.

Please give the names of two referees. One referee should be your current or most recent employer and the other by someone who can provide information on your personal and spiritual life and development. Please do not put down family members or people you live with as referees.

Referees will not be contacted without your permission, but it is advisable to seek their permission at least in principle before giving their details.

| Name: |  |
| --- | --- |
| Job title |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Tel no: |  |
| How do you know this person? |  |
| May we request references prior to interview? | Yes / No |

| Name: |  |
| --- | --- |
| Job title |  |
| Organisation: |  |
| Address: |  |
| Email: |  |
| Tel no: |  |
| How do you know this person? |  |
| May we request references prior to interview? | Yes / No |

| Start date of work: If appointed, when could you start? Give period of notice if applicable |
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DECLARATION

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form and provided CV is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

I consent to my information being used and shared for the purpose of the recruitment and selection process. I also understand that if I am unsuccessful in this application, my details will be destroyed in line with GDPR / OCMS policies.

Please note as per Schedule 9 of the Equality Act 2010, it is an occupational requirement that the person appointed is a Christian, in agreement with the OCMS Statement of Faith.

Signed Date