

## *St Barnabas North London*

**Application form**

**1. PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post applied for:** | **Administrative Assistant** | | | | |
| **Where did you hear about the post?** |  | | | | |
|  | | | | | |
| **Surname:** |  | | | | |
| **First Name(s):** |  | | | | |
| **Postal Address:** |  | | | | |
|  |  | | | | |
|  |  | | | **Postcode:** | |
| **Telephone Number** | **Mobile:** |  | | | |
|  | **Daytime:** |  | | | |
|  | **Other:** |  | | | |
| **Email Address:** |  | | | | |
|  | | | | | |
| **NI Number:** |  | | | | |
| **Nationality:** |  | | | | |
| **Immigration Status:**  Do you have the legal right to work in the UK? | | | Yes ☐ | | No ☐ |
| If yes, please write in any conditions (e.g. end date, Visa type, etc.): | | | | | |
|  | | | | | |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? | | | Yes ☐ | | No ☐ |
| If yes, please supply further details: |  | | | | |
|  | | | | | |
| **Current Job:** |  | | | | |
| How soon would you be able to start? |  | | | | |

**2. REFERENCES**

Please give the name, email address and phone number of two referees as described.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Church Leader** | | | | |
| **Surname:** |  | | | |
| **First Name:** |  | | | |
| **Postal Address:** |  | | | |
|  |  | | | |
|  |  | | **Postcode:** | |
| **Telephone number** | **Mobile:** |  | | |
|  | **Daytime:** |  | | |
|  | **Other:** |  | | |
| **Email Address:** |  | | | |
| Please indicate here if you would prefer us ***not*** to contact them prior to interview | | | | ☐ |
|  | | | | |
| **Employer** (Preferably your current employer) | | | | |
| **Surname:** |  | | | |
| **First Name:** |  | | | |
| **Postal Address:** |  | | | |
|  |  | | | |
|  |  | | **Postcode:** | |
| **Telephone number** | **Mobile:** |  | | |
|  | **Daytime:** |  | | |
|  | **Other:** |  | | |
| **Email Address:** |  | | | |
| Please indicate here if you would prefer us ***not*** to contact them prior to interview | | | | ☐ |

# 3. WORK HISTORY

Please list and describe your work experience to date, beginning with the most recent. Please account for any gaps in employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLACE** (Name and Address of Employer) | **DATES** (From-To, Month/Year) | **POSITION** | **MAIN DUTIES/ROLES** | **SALARY** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please add more rows if necessary.

**4. GENERAL EDUCATION**

|  |  |  |
| --- | --- | --- |
| SCHOOL/  UNIVERSITY | DATES | QUALIFICATIONS |
| School |  |  |
| University |  |  |

# 5. TRAINING COURSES

|  |  |  |
| --- | --- | --- |
| NAME OF COURSE AND ORGANISER | DATE/DURATION | MAIN PURPOSE/BENEFIT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please add more rows if necessary.

**6. BRIEF PERSONAL TESTIMONY**

Please include your most significant, formative life experiences - both positive and negative - as well as when and how you began following Jesus.

**7. PERSONAL EVALUATION**

a) What do you consider to be your particular personal strengths?

b) What do you consider to be your particular personal weaknesses?

c) What experience do you have in a comparable admin role? Please give examples of how you demonstrated the relevant requirements of the person specification for this opportunity:

* Team player with excellent interpersonal skills
* Flexible and adaptable
* Highly confidential and trustworthy
* Multi-tasking and able to see tasks through to completion
* Working with initiative
* Microsoft Office skills
* Typing and document preparation
* Use of office machinery

d) What do you consider to be your greatest achievement to date?

e) What makes you want to apply for this post?

f) Why do you want to leave your present job (if applicable)?