## Logo colourST BARNABAS NORTH LONDON JOB APPLICATION FORM

1. **PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post applied for:** | **Operations Coordinator/PA** | | | |
| **Where did you hear about the job?** |  | | | |
| **Surname:** |  | | | |
| **First Name(s):** |  | | | |
| **Postal Address:**  **Postcode:** |  | | | |
| **Telephone Number** | **Mobile:** |  | | |
|  | **Other:** |  | | |
| **Email Address:** |  | | | |
| **NI Number:** |  | | | |
| **Immigration Status:** Do you have the legal right to work in the UK? | | | Yes ☐ | No ☐ |
| Please provide any conditions or details which may affect your right to work in the UK (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 give details: |  | | | |
| **Current Job Title and notice period:** |  | | | |

**2. REFERENCES**

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

|  |  |  |
| --- | --- | --- |
| 1. **Church Leader** | | |
| **Surname:** |  | |
| **First Name:** |  | |
| **Postal Address:**  **Postcode:** |  | |
| **Mobile number:** |  | |
| **Email Address:** |  | |
| Please indicate if you would prefer us ***not*** to contact them prior to interview | | ☐ |
| 1. **Employer** (current or previous if employed by church) | | |
| **Surname:** |  | |
| **First Name:** |  | |
| **Postal Address:**  **Postcode:** |  | |
| **Mobile number:** |  | |
| **Email Address:** |  | |
| Please indicate 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. Please add further rows as necessary throughout.

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

**4. GENERAL EDUCATION**

|  |  |  |
| --- | --- | --- |
| SCHOOL/COLLEGE/  UNIVERSITY | DATES | QUALIFICATIONS |
|  |  |  |
|  |  |  |
|  |  |  |

# 5. RELEVANT TRAINING COURSES

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

**6. PLEASE TELL US YOUR (BRIEF) PERSONAL STORY**

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

**7. CHURCH AND CHRISTIAN BACKGROUND**

Describe the type of church environment in which you feel most at home.

**8. SKILLS AND EXPERIENCE**

Which particular skills and experience do you possess which best qualify you for this role? Please give examples focusing on the requirements in the person specification.

**9. PERSONAL EVALUATION**

1. What do you consider to be your greatest strengths?
2. How do you think a critic would describe you?

**10. OTHER INFORMATION**

1. What makes you want to apply for this post?
2. Why do you want to leave your present role?
3. How do you relax i.e. what are your hobbies and interests?