



Confidential Application for Employment

When completed please return to: Gail Adeniyi
The Message Trust
PO Box 151
Manchester
M22 4YY

Closing date:

Ref: _____

Please write clearly in black ink, completing all sections of the application

Post applied for: _____

How did you become aware of this job vacancy? _____

If advertisement seen, please give name of publication: _____

1. Personal Details

Title: _____ Surname: _____ First Name(s): _____

Place of birth: _____

Address: _____

_____ Postcode: _____

Email: _____

Tel: (Home) _____ (Work) _____ (Mobile) _____

May we contact you at work? Yes / No

2. Education / Qualifications / Training / Courses

Dates/Duration	Establishment/Organiser	Details/Qualifications obtained	Grade/Level

Professional Bodies, of which you are a member, please give full details of level, when obtained and expiry:

3. Employment

Present / most recent employer: _____ Type of organisation: _____

Job Title: _____ Salary: _____ Start Date: _____

Brief description of duties:

Are you still employed? Yes / No If yes, length of notice required: _____

If no, date ended: _____ Reason for leaving: _____

Employment History (covering at least the last seven years, most recent employer first). Please account for all gaps in employment history, including voluntary or community work.

Dates From / To	Name and address of employer / type of organisation	Salary (on leaving)	Job title and main duties	Reason for leaving

Have you previously worked for The Message? Yes / No

If yes, please give details: _____

Have you previously applied for a post at The Message? Yes / No

If yes, please give details: _____

4. Driving Details

Are you a driver? Yes / No How long have you held a license? _____ Do you have your own car? Yes / No

8. Convictions

Have you been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? Yes / No If yes, please give full details on a separate sheet.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be strictly confidential. A criminal record will not necessarily be a bar to obtaining a position. (See Recruitment of Ex Offenders policy).

9. References (please note that references may be obtained before interview)

Present / most recent employer:

May we approach your employer before interview? Yes / No

Name: _____ Position/role: _____
Organisation address: _____

Telephone No: _____ Fax No: _____

Pastor / Church Leader:

Name: _____ Position/role: _____
Organisation address: _____

Telephone No: _____ Fax No: _____

10. Declarations

A Disclosure will be requested in the event of a successful application. A copy of the CRB Code of Practice is available on request or can be viewed at www.CRB.gov.uk.

Are you willing to undergo a Disclosure to the level specified in the relevant job description? Yes / No

Has there ever been any cause for concern regarding your conduct with children? Yes / No

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by Social Services and / or the Police? If yes please give details on a separate sheet. Yes / No

Are you prepared to undergo a medical examination at the expense if the Message if requested? Yes / No

Are you eligible to work in the UK? Yes / No

Are you able to provide a short version of your birth certificate or other documentation accepted by the Asylum and Immigration Act if offered a post? Yes / No

I hereby authorise The Message to obtain references to support this application and accept and release The Message and referees from liability caused by giving and receiving information. I give express permission for the personal data on this form to be held and processed by The Message. I confirm that the information given on this form is correct and any misleading or falsification of information may be proper cause for rejection, or if employed, cause for dismissal.

Signature: _____ **Date:** _____