



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. 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: _____

9. 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:** _____

The Message Trust
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