|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Please download this file in Word before filling it in.**  **When completed, please email the form and your CV to:**  **naomi@thisisgrowth.org** | | | |
|  |  |  |  |

**Our vacancies are UK based and applicants from outside the UK will require current and valid permission to work in the UK. We regret that we are unable to consider applicants from those who do not hold the appropriate documentation.**

|  |  |
| --- | --- |
| **CONFIDENTIAL APPLICATION FOR EMPLOYMENT** | |
| **PLEASE TYPE CLEARLY, COMPLETING ALL SECTIONS OF THE APPLICATION.** | |
| Post applied for: |  |
| How did you become aware of this vacancy? |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1) PERSONAL DETAILS** | | | | | | |
|  |  | | |  | |  |
| Surname: |  | | | First Name(s): | |  |
|  | | |  | | | |
| Home Address: |  | | | | | |
|  | | | | Postcode: |  | |
| Telephone: |  | | | Email: |  | |
|  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3) EMPLOYMENT** | | | | | | | |
| **PRESENT/MOST RECENT POSITION:** | | | | | | | |
| Employer: |  | | | Type of Organisation: | |  | |
| Job Title: |  | | | Salary: |  | Start date: |  |
| Brief description of duties: | |  | | | | | |
| Are you still employed: | | YES/NO | If yes, notice required: | |  | | |
| If no, date ended: | |  | Reasons for leaving: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4) HEALTH** | | | |
| Have you had any major illnesses, operations, back trouble? | | | YES/NO |
| If yes, please give details on a separate sheet | | | |
| How many days sickness have you had in the past 2 years | | | days |
| Do you have a disability? | | YES/NO | |
| Would you expect any reasonable adjustments to be made to the workplace if you were appointed? If yes, please give | | | |
| details: |  | | |

|  |  |
| --- | --- |
| **5) FAITH** | |
| As a Christian organisation, GrowTH requires its employees to identify with its Christian ethos and values. | |
| How are you able to do this? |  |

|  |
| --- |
| **6) SUPPORTING STATEMENT** |
| With close reference to the Job Description and Person Specification please give an account of your experience, knowledge, skills, and training that meet the requirements of the post. Please include any other information you feel is relevant in support of your application, such as your reasons for applying and what you can offer to GrowTH. |
|  |

|  |
| --- |
| What are your strengths (relevant to this position)? |
|  |

|  |
| --- |
| What are your weaknesses (relevant to this position)? |
|  |

|  |  |  |
| --- | --- | --- |
| **7) CONVICTIONS** | | |
| Do you have any criminal convictions not “spent” under the Rehabilitation of Offenders Act 1974? | | YES/NO |
| If yes, please give full details. | | |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8) REFERENCES** | | | | |
| Please submit 2 referees, at least 1 of which must be from an employer | | | | |
| Present/most recent employer: May we approach your employer before interview? | | | | YES/NO |
| Name & title: |  | | | |
| Organisation Address: |  | | | |
|  | | Postcode: |  | |
| Telephone No: |  | Fax No: |  | |
| Email address: |  | | | |
| Personal Reference of at least 2/3 years standing or Minister/Elder of church you attend: | | | | |
| Name & profession: |  | | | |
| Address: |  | | | |
|  | | Postcode: |  | |
| Telephone No: |  | Fax No: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9) DECLARATIONS** | | | | | |
| **•** | **Do you have the legal right to work in the UK? YES/NO** | | | |  |
| **•** | **Are you prepared to undergo a medical examination at the expense of GrowTH** **if** | | | | |
|  | **requested?** | | **YES/NO** | | |
| **•** | **I authorise GrowTH to obtain references to support this application and accept and release** | | | | |
|  | **GrowTH 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 GrowTH and** | | | | |
|  | **I will review GrowTH’s privacy notice at www.thisisgrowth.org/privacy-notice.** | | | | |
| **•** | **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.** | | | | |
| **•** | **I understand that a standard DBS disclosure check will be undertaken for the successful candidate.** | | | | |
|  | |  | | **Date** |  |

|  |  |  |
| --- | --- | --- |
| For any questions regarding the application form please contact  Naomi-Faith Johns | Naomi-Faith Johns  naomi@thisisgrowth.org  Tel: 07428482325 | Charity number 1161226 |

##### CONFIDENTIAL

|  |  |
| --- | --- |
| **10) EQUAL OPPORTUNITIES MONITORING FORM** | |
| GrowTH is actively opposed to discrimination and is working towards equality of opportunity for all who apply to us for employment.  To help monitor our policy of equal opportunities, we would be grateful if you would complete this form and return it with your application. It will be separated from your application when it reaches us.  Your help in this matter is entirely voluntary and will in no way affect your application. | |
| Post applied for: |  |
| 1. Gender: |  |
| 2. Date of Birth: |  |
| 3. I would describe my ethnicity as: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Ethnicity | White | Black | Mixed | Other |
| Asian |  |  |  |  |
| Caribbean |  |  |  |  |
| African |  |  |  |  |
| SE Asian |  |  |  |  |
| British European |  |  |  |  |
| European Non-British |  |  |  |  |
| Irish |  |  |  |  |
| Other |  |  |  |  |
| Mixed |  |  |  |  |

|  |  |
| --- | --- |
| 4. I am a person with disabilities: | YES/NO |
| If yes, please give details: |  |
| 5. I heard about this position from: |  |

**Thank you for taking the time to fill in this application.**