

Application Form

Section A

Please note that if you have a disability and you wish to submit this form in another format, such as larger print or audio-tape, please contact us by writing, emailing or telephoning our Human Resources Department (T: 01908 856126).

Sections A, and D of the Application Form will be detached prior to short-listing. Panel members will not have details of your personal information until after short-listing has been completed.

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| --- | --- |
| Post applied for: |  |
| How did you hear about this vacancy? |  |

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| --- | --- |
| Personal Details | |
| Surname (including preferred title): |  |
| First name(s): |  |
| Address (including postcode): |  |
| Contact telephone number: |  |
| E-Mail address: |  |
| Are you eligible to work in the UK? |  |
| **Please state what documentation you can provide to demonstrate this** e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK | |
|  | |
| **Note:** Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your right to work in the UK. | |

Safeguarding Children & Young People

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| We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment to a role which is likely to involve face-to-face activity with children is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Check. |

Application Form

Section B

Present Post Details

|  |  |
| --- | --- |
| Name and address of current or most recent employer: |  |
| Telephone number: |  |
| Date of appointment to organisation **(DD/MM/YY):** |  |
| Job title: |  |
| Contract type: | TEMPORARY  PERMANENT |
| Date of appointment to post, if different **(DD/MM/YY):** |  |
| Type of appointment: | FULL-TIME  PART-TIME |
| Salary details: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Please describe key responsibilities of your present/recent role: |  |
| What were your key targets for the last 12 months and how well did you perform against each of them? Please illustrate with some examples: |  |
| What would you consider your most significant accomplishments in this role? |  |

Previous Employment

Please list your most recent position first and continue on a separate sheet where necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Position held  Please state if Full-time or Part-time | Start  Date  (mm/yyyy) | End  Date  (mm/yyyy) | Reason for leaving |
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| Please use the space below to explain any gaps in your employment: |
|  |

Education

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (mm/yyyy) | School/College/University | Subjects Taken | Examination Results/Grades |
|  |  |  |  |

(if necessary, continue on separate sheet)

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| **Other Professional Qualifications** including membership of Professional Bodies |
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| --- |
| Other Experience Relevant to the Post e.g. Work Experience, Voluntary positions |
|  |

ADDITIONAL INFORMATION

|  |  |
| --- | --- |
| Driving Licence | |
| Do you hold a current driving licence? | YES  NO |
|  | |
| Disability | |
| Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability? | YES  NO |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: | |

Referees

|  |  |  |  |
| --- | --- | --- | --- |
| Please give the name and address of three people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although Scripture Union reserves the right to contact any of your former employers.  Please note that we may contact these referees if you are short listed for this post and seek references before interview.  Also, in relation to work with children, we will seek information about any past disciplinary issues in relation to children and/or any child protection concerns.  If you have any concerns about this, please do not hesitate to contact our Human Resources Department | | | |
|  | Recent Employer - 1st Referee | Church Minister - 2nd Referee | Personal Referee |
| Name |  |  |  |
| Position |  |  |  |
| Organisation |  |  |  |
| Relationship |  |  |  |
| Address |  |  |  |
| Telephone number |  |  |  |
| E-mail address |  |  |  |
| Can we approach prior to interview? | YES  NO | YES  NO | YES  NO |

Application Form

Section C

|  |  |
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| Post Applied For: |  |

Please complete the following sections, using additional space if necessary.

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| 1. | Why are you interested in applying for this post? Please refer to the Person Specification section of the Job Profile and clearly demonstrate how you meet the requirements of the role. | |
|  | | |
| Please describe below how your skills/experience meet the competency requirements outlined in the Job Profile. You may draw on past employment and/or out of work activities. | | |
| **Competency** | | **Examples** |
| Independence: Prepared to raise important issues, in the face of anticipated or actual opposition. Stands up for own ideas and confident to express them, not giving in to group pressure simply to please or avoid conflict. | |  |
| Conceptual thinking: Identifies patterns and connections between situations. Understands complex data and situations and develops innovative solutions. | |  |
| Concern for impact: Anticipates and responds to the needs of others in order to achieve the required outcome. Develops and modifies approach to reflect the feelings, views and concerns of others in order to influence | |  |
| Concern for excellence: Drives consistently towards improvement and excellence in all aspects of work | |  |
| Results focus: Sets challenging yet realistic goals and objectives, focussing energy into striving to achieve them within agreed timescale. | |  |
| Initiative: Anticipates situations, problems or opportunities (before being asked) and takes appropriate action, actively finding ways forward. | |  |
| 2. | What key accomplishments can you describe (from your current and/or past roles) that suggest you are an excellent candidate for this position? | |
|  | | |
| 3. | Please describe in a few sentences your approach to working in this line of work: | |
|  | | |
| Courses (relevant to this application and taken within the last 5 years): | | |
| |  |  |  | | --- | --- | --- | | In service courses | Date (mm/yyyy) | Provider | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   If necessary, please continue on a separate sheet | | |

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| Describe the difference your faith makes to your life and your current active involvement in church and/or Christian organisations: |
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Application Form

Section D

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| **Data Protection Statement**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. Individuals have, on written request the right of access to personal data held about them.  Scripture Union will process data supplied in this application form for the purpose of recruitment and selection.  Scripture Union may also use the information you provide to keep you informed of other relevant vacancies within Scripture Union. | | | |
| **DECLARATION**   * I acknowledge that Scripture Union is committed to safeguarding and promoting the welfare of children and young people. * **If the position for which I have applied is likely to involve face-to-face activity with children, I acknowledge that a Disclosure & Barring Service (DBS) Enhanced Check will be made if I am appointed to the role.** I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and lists held in accordance with the Safeguarding Vulnerable Groups Act 2006. * **I agree to inform Scripture Union if I am convicted of an offence after I take up any post within Scripture Union**. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment. * **I agree to inform Scripture Union if I become the subject of a police and/or a social services (Children’s Social Care or Adult Social Services) / Social Work department investigation.** I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment. * **I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment.** I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by Scripture Union as satisfactory. * **I confirm that I have read and am in agreement with the Scripture Union Statement of Beliefs, and that I will abide by the Ministry with Scripture Union and Scripture Union Safeguarding Children leaflets.** | | | |
| Signed: |  | Date: |  |
| Please return your completed application by email to [hr@scriptureunion.org.uk](mailto:hr@scriptureunion.org.uk) or by post to Adelaide Nketsia, Scripture Union, Trinity House, Opal Court, Opal Drive, Fox Milne, Milton Keynes, MK15 0DF. **In returning this application electronically, you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this post, you will be required to sign your application form prior to interview.** | | | |