HEART OF ENGLAND BAPTIST ASSOCIATION

APPLICATION FORM



Thank you for your interest. Please complete all sections and send the form to the Administrator/Company Secretary of the Heart of England Baptist Association (HEBA) at the following email address: st@baptist-heartofengland.org

If you have any questions regarding this application form, please contact Sarbjit Thapar using the email address above. Our Candidate Privacy Policy is included with this application form.

Post applied for:	
Where did you hear about this vacancy?	

PERSONAL DETAILS

Name:

Address:

Mobile number:

Work number (if applicable):

Do you hold a current driving license? Yes

Are you willing/able to use your vehicle for this role? Yes

CURRENT EMPLOYMENT

Please confirm details of your current role, main responsibilities and any achievements you would like to highlight.

EDUCATION & QUALIFICATIONS

Please specify all qualifications obtained, starting with the highest.

Qualifications and grades	Institution	Year Award Obtained

EMPLOYMENT HISTORY (Most recent first)

Please advise of your employment history including a summary of responsibilities when confirming the position held.

Employer	Dates	Position	Reason for leaving

UNACCOUNTED TIME

Please provide details of time not accounted for in your employment history.

SKILLS, STRENGTHS, EXPERIENCE & PERSONAL QUALITIES

Using the Application Pack as a guide, please outline how you meet the person specification for this role. Please provide evidence and illustrate with examples.

We recognise that candidates will not necessarily possess all of the experience and attributes we have listed. Consequently, we appreciate the post-holder may have to develop in certain areas. Where do you believe you would need most support to develop into the full requirements of the role?
Why do you feel called by God to this post?
What interests and hobbies do you have?

Please list details of any additional qualifications, experience and skills that you believe are relevant in support of your application.
Is there any further information you would like to provide to the interviewing panel at this stage?

CMD

Please include a list of CMD undertaken over the last three years and details of any formal accountability relationships

REFERENCES

Please give the names of *two* referees – one of which must be your current or most recent employer and where possible the references should cover your past three years employment.

Current/most recent employer:	Can we approach this referee now? Yes

Name: Address: Telephone: Email:

Second reference:	Can we approach this referee now? Yes

Name: Address: Telephone: Email:

Under the Immigration, Asylum and Nationality Act 2006 we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. **If you are invited to interview, you will be asked to produce evidence of your right to work in the UK.** A list of acceptable documents will be sent with your invitation to interview.

Declaration

I declare that the information contained above is true to the best of my knowledge. I understand that should any information contained within the application subsequently be found to be false, any offer of employment will be retracted and withdrawn. I am content for HEVA to hold and use my personal information about me for reasons connected with my application and employment.

Signed:

Date:

Name:

All HEBA employment procedures are carried out within the HEBA Equality, Diversity and Inclusion Policy