### CONFIDENTIAL



# Application Form for Employment

This form is intended for completion in Microsoft Word. It may then be printed out or sent by email.  
If the space is insufficient for your answer to any question please attach further pages.  
Please do not refer to a CV but please give all the information requested on the form.

**Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as in larger print or audio, please contact us.**

**BRENTWOOD SCHOOLS CHRISTIAN WORKER TRUST**

*“Christians serving schools”*

Shape

Description automatically generated with medium confidence

Position applied for: PROJECT ADMINISTRATOR



## Section 1: Personal details

|  |  |
| --- | --- |
| Surname: **<-- your last name -->** | Usual forename: **<-- usual forename -->** |
| Other names: **<-- other forenames -->** Preferred title: | Address: **<-- your home address -->** |
| Daytime tel. no: **<-- daytime telephone -->** |
| Evening tel. no: **<-- evening telephone -->** | Postcode: **<-- post code -->** |
| Mobile no: **<-- mobile phone -->** | Email: **<-- your Email address -->** |
| How did you hear about this vacancy? <-- tell us how you heard about the vacancy you are applying for --> | |

## 

## Section 2: Work experience

|  |  |  |  |
| --- | --- | --- | --- |
| Present/most recent employer:  **<-- your present or most recent employer -->** | Position: **<-- your position within the organisation -->** | | Dates: **<-- dates when you were employed -->** |
| Key responsibilities:  **<-- your key responsibilities within your role -->** | | | |
| Significant achievements:  **<-- your significant achievements -->** | | | |
| Reason for leaving:  **<-- your reason for leaving -->** | | Notice Period **<-- period of notice required -->** | |

**Please give details of previous employment**

|  |  |  |
| --- | --- | --- |
| **Employer:**  **<-- name of employer -->** | Position: **<-- your position within the organisation -->** | Dates: **<-- dates when you were employed -->** |

Key responsibilities:

**<-- your key responsibilities within your role -->**

Significant achievements:

**<-- your significant achievements -->**

|  |  |
| --- | --- |
| Reason for leaving:  **<-- your reason for leaving -->** |  |

|  |  |  |
| --- | --- | --- |
| **Employer:**  **<-- name of employer -->** | Position: **<-- your position within the organisation -->** | Dates: **<-- dates when you were employed -->** |

Key responsibilities:

**<-- your key responsibilities within your role -->**

Significant achievements:

**<-- your significant achievements -->**

|  |  |
| --- | --- |
| Reason for leaving:  **<-- your reason for leaving -->** |  |

Please continue on a separate sheet if necessary.

## 

## Section 3: Education and qualifications

Please give details of your education and qualifications (continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| Place of education: **<-- place of education -->** | Qualification: **<-- qualifications you gained -->** | Dates: **<-- dates -->** |
| **<-- place of education -->** | **<-- qualifications you gained -->** | **<-- dates -->** |
| **<-- place of education -->** | **<-- qualifications you gained -->** | **<-- dates -->** |
| **<-- place of education -->** | **<-- qualifications you gained -->** | **<-- dates -->** |

|  |
| --- |
| Please list any other training and development you have received in a paid or voluntary capacity that you believe may be relevant to this application. **<-- details of relevant training and development -->** |



## Section 4: Interests, talents and skills

|  |
| --- |
| Please give details of your interests, talents and skills indicating ways in which you have used/developed them. **<-- your interests, talents and skills -->**  Please indicate which software packages you are familiar with and your level of competence. **<-- your familiarity and competence with software packages -->** |

## 

## Section 5: Personal faith

|  |
| --- |
| BSCWT is an interdenominational Christian charity. Please read our Basis of Faith.  Please describe how and when you became a Christian, the difference your faith makes to your life and your current  involvement in a church (please continue on a separate sheet if necessary). **<-- your Christian faith story, and the difference it makes to your life -->** |
| Please describe any experiences you have had of working or volunteering with Christians outside your own church.  **<-- your experiences with Christians outside your own church-->** |

## 

## Section 6: General information

|  |  |
| --- | --- |
| Do you hold a current full driving licence? |  |
| Please give details of any endorsements: **<-- details of any endorsements -->** | |
| Do you require any special arrangements to be made for your interview on account of disability? |  |
| 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, if you are called for an interview, and thus meet our obligations under the Equality Act 2010: | |
| **<-- details -->** | |

## 

## Section 7: Safeguarding

|  |  |
| --- | --- |
| 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 is subject to satisfactory DBS (Disclosure & Barring Service) Enhanced Check. | |
| Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with, children or young people? |  |
| If yes please give details:  **<-- details -->** | |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? |  |
| If yes please give details:  **<-- details -->** | |
| This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially. | |
| Have you ever been charged with, cautioned or convicted of a criminal offence? |  |
| If yes, please give details:  **<-- details -->** |  |
| Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? |  |
| If yes, please attach details including the offence and the date. |  |

Please note that a conviction does not necessarily exclude a person from employment.

## 

## Section 8: Personal Statement

**On a separate sheet of paper please write why you have applied and why you believe you are suitable for this position.**

(Please make reference to the Person Specification that accompanies this form)

## Section 9: Referees

|  |  |  |
| --- | --- | --- |
| Present / most recent employer Name: **<-- their name -->** | Minister / Church Leader Name: **<-- their name -->** | **Other** *(This should not be a friend)*  Name: **<-- their name -->** |
| Address: **<-- referee address -->** | Address: **<-- referee address -->** | Address: **<-- referee address -->** |
| Postcode: **<-- post code-->** | Postcode: **<-- post code -->** | Postcode: **<-- post code -->** |
| Tel. No: **<-- telephone no. -->** | Tel. No: **<-- telephone no. -->** | Tel. No: **<-- telephone no. -->** |
| Email: **<-- Email address -->** | Email: **<-- Email address -->** | Email: **<-- Email address -->** |
| When may we take up the employer reference? | |  |

## 

**Section 10: Declaration**

### DATA PROTECTION STATEMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment & selection and processing will take place in accordance with the provision of the Data Protection Acts 1984 and 1998. Please also note that BSCWT may approach third parties to verify the information that you have given. By signing this form you will be providing BSCWT with your consent to all these uses.

BSCWT will, if you are appointed, hold your address details on file but will not release the information to any unauthorised third party.

|  |  |
| --- | --- |
| Do you give your consent to this? |  |

(i) I confirm that I have completed all sections of this form accurately, to the best of my knowledge

(ii) I have read and adhere to BSCWT’s Basis of Faith

(iii) I confirm that I have the right to work in the UK (please note that UK employers have a responsibility to prevent illegal working and have to conduct right to work checks to ensure individuals are not disqualified).

**Signed:**………………………………………………….. **Date:**…………………………………

### Please return this form by Tuesday 13th June 2023 to:

By post: Ian Kemble, BSCWT, 49 Coxtie Green Road, Pilgrims Hatch, Brentwood, Essex CM14 5PS.

By email: ian@bscwt.org