APPLICATION FORM

Please complete this form and return it to:
Roland Brown, 128 Royal Parade, Eastbourne, BN22 7JY
or by email to: roland@kingdomwaytrust.org

Please complete this form electronically or print your answers clearly in black pen.

**Position applied for: Hope into Action Empowerment Worker**

**1. PERSONAL DETAILS**

Name in full:

Home Address:

Phone number:

Mobile number:

Email address

Date of Birth:

Marital status:

**2. AVAILABILITY**

If selected for this post, when would you be available to start?

How long are you available to work with Kingdom Way Trust?

Are you a UK citizen? Yes [ ] No [ ]. If No, are you authorised to work in the UK? Yes [ ] No [ ]

Have you ever been convicted of a criminal offence? Yes [ ] No [ ]

**You may attach a current Resumé / CV instead of completing sections 3 and 4 if it covers all the details requested below.**

**3.EDUCATION AND TRAINING**

*Please give details of Educational and Professional Qualifications obtained, beginning with the most recent:*

|  |  |  |
| --- | --- | --- |
| Dates(From – To) | University/School | Qualification and Grades Achieved |
|  |  |  |

**4. EMPLOYMENT HISTORY**

Are you currently employed? Yes [ ] No [ ]

**If Yes, please give details of current employment:**

Employer's name and address:

Employer's phone number and email address:

Date you were employed:

Current salary:

Other benefits:

Reason for considering leaving:

Please give details of previous employment (continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(From – To) | Employer | Details of job content and responsibilities | Reason for leaving |
|  |  |  |  |

Please list any other relevant skills that you have (e.g. Computer skills).

Do you hold a valid driving licence? Yes [ ] No [ ]

Please list your interests, activities, hobbies, membership of organisations etc. including any positions of responsibility outside of work.

**5. CHRISTIAN FAITH AND CHURCH LIFE**

Kingdom Way Trust is a Christian Organisation. We will serve and respect people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability, never imposing our Christian faith or belief on others. However, we seek to work from a basis of our Christian beliefs and values. This is an essential aspect of what we do, and so it is a genuine occupational requirement that applicants can sign up to our Basis of Faith (attached). Are you able to do this? Yes [ ] No [ ]

How are you seeking to live out your Christian faith in your present situation?

**Church Membership**

Name and address of Church, and Denomination:

Name of Pastor/Minister/Main Leader/Elder:

Phone Number:

Email Address:

How long have you been a member of or attending this church?

What has been your Church involvement? Have you held any positions of leadership?

**6. REFERENCES**

In addition to contacting your Church Leader / Minister we would like to take up two other references before we invite you to an interview.

It is important that neither your character referee or your professional referee belong to your immediate or extended family. References from family members will not be considered acceptable.

1. **Character reference**: Give the name and address of a friend who has known you for at least three years and who is willing to act as referee:

May we approach this referee without further reference to yourself? Yes [ ] No [ ]

Name:

Address:

Email Address:

Telephone Number:

1. **Professional reference:** Give the name and address of your current or most recent employer or a recent relevant professional referee.

Name:

Address:

Email Address:

Telephone Number:

May we approach this referee without further reference to yourself? Yes [ ] No [ ]

Please tick here if you would prefer no approach be made to your present employer before an offer of employment is made to you. [ ]

**7. HEALTH**

*Please note that before final acceptance you may be required to have a medical with a qualified practitioner.*

Are you in generally good health? Good [ ] Fair [ ] Poor [ ]

Comments:

How many days of leave due to sickness have you had in the past year?

**8. APPLICATION TO KINGDOM WAY TRUST**

a) Why to you wish to join Kingdom Way Trust?

b) Why do you think your background, training and experience equip you for this Empowerment Worker role?

c) After reading the Job Description, please give examples of:

i. When you have successfully supported someone from a place of vulnerability to more independent living.

ii. Successfully dealt with a complex situation involving conflict between people.

iii. How you have worked in a team, and any difficulties you have had to overcome.

iv. When you have had to deal with other businesses or organisation

v. Previous experience of working on your own initiative.

vi. A situation where you have had to work under pressure and had to prioritise tasks.

d) What do you think are your strengths and weaknesses in applying for this particular post?

e) Knowing what you do about Kingdom Way Trust, what do you think are the most important principles that the organisation should adhere to in running the Hope into Action project?

f) Do you see yourself as a “team player?” Give examples of when and where you have worked in and/or led a team

**9. OTHER INFORMATION**

Finally, is there anything else you'd like to tell us? If so, please do so here.

**10. DECLARATION**

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

Please tell us if there are any dates when you will not be available for interview.

I confirm that to the best of my knowledge all the facts set out in this application are true. I accept that providing deliberately false information could result in my dismissal.

Signed: Date:

