|  |  |  |  |
| --- | --- | --- | --- |
| Applying for the position of: | Projects and Events Officer | Job reference: | SAT-7 UK – OPEO02 |

|  |
| --- |
| **Personal Details** |
| Title:  |  | Surname: |  |
| Christian Name: |  | Preferred Name: |  |
| Address: |  | Email: |  |
|  |  | Telephone (evening) |  |
|  |  | Telephone (daytime) |  |
|  |  | Telephone (mobile) |  |
| National Insurance number |  |  |  |
| Criminal convictions |  *Yes / No*Having a criminal record does not necessarily bar you from working with us. |
| Do you require a work permit?  | *Yes / No* |
| Do you have a current driving license?  | *Yes / No* |
| **If offered position, what notice period is required in your current position?** |  |

**Health**

|  |
| --- |
|   |

Is overall health: Excellent / Good / Fair / Poor

Number of days absent due to ill health during last 3 years:

Please give reasons for lengthy health related absences:

|  |
| --- |
|  |

Do you have any medical condition that could affect your ability to do the job for which you applied, or could affect your safety or the safety of others with whom you work?

|  |
| --- |
|  |

**Referees**

*Please provide referees upon application. References will only be taken up with your consent.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Your present employer / course tutor**  | **Your minister / church leader / pastor**  | **2nd employer referee \*** |
| **Name** |  |  |  |
| **Title** |  |  |  |
| **Tel Number** |  |  |  |
| **Address** |  |  |  |
| **Post Code** |  |  |  |
| **Email** |  |  |  |

*\* A 2nd employer reference may not always be required but we ask that the information is provided*

**Professional Training / Other Relevant Experience**

|  |  |  |
| --- | --- | --- |
| Databases used: | Raiser’s Edge: | Never / Occasional use / Experienced user |
| Microsoft Packages: | Powerpoint: | Never / Occasional use / Experienced user |
|  | Word: | Never / Occasional use / Experienced user |
|  | Excel: | Never / Occasional use / Experienced user |
|  | Other: |  |
| Foreign Languages: |  |  |
| Other relevant qualifications / training: |  |
|  |  |  |
| Other skills / courses: |  |
|  |  |  |

**Christian Life and Experience**

There is an Occupational Requirement, in accordance with Schedule 9 of the Equality Act 2010, for this role to be filled by a committed Christian.

|  |  |
| --- | --- |
| Name of church currently attending: |  |
| How long have you attended? |  |

 Please provide a brief outline of the growth of your faith in Jesus Christ

|  |
| --- |
|  |

Provide details of your involvement and responsibilities held in your church:

|  |
| --- |
|  |

**Home Life**

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

|  |
| --- |
|  |

**Application**

|  |
| --- |
| How did you hear about the vacancy? If through advertisement, state where: |
|  |
| Why do you wish to join SAT-7? |
|  |
| Why do you think your background, training and experience equip you for this position? |
|  |

|  |
| --- |
| What do you think are your strengths and weaknesses in applying for this post?  |
|  |
| Please add any relevant information that you feel will further support your application |
|  |

**In applying for this role, I am agreeing to SAT-7’s ethos and statement of faith.**

**I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.**

**The data you provide in this application will only be used in accordance with the SAT-7 Staff and Volunteer Privacy Notice, which is available on request. If you are appointed it will form the basis of your personal record.**

**Signed Date**

SAT-7 UK *(UK registered charity number 1060612)*

2nd Floor, 3-4 New Road, Chippenham, SN15 1EJ Tel: 01249 765 865

Email: hr@sat7uk.org. Web [www.sat7uk.org](http://www.sat7uk.org)

***Office Use only***

|  |  |
| --- | --- |
| Date Received |  |
|  |  |
| Reviewed by: |  |
|  |  |
|  |  |
| Outcome:  | Decline / Short List / Interview / Offer Position |
|  |  |
| Other Notes: |  |
|  |  |
|  |  |
|  |  |