

# Assemblies of God

JOB APPLICATION FORM



Post Applied For

Where did you hear about this vacancy?

## Personal Details

Title  Name

Address   
  
 Postcode

Home Telephone   
Mobile   
Email Address

## Employment History

Please start with the **current or most recent** period of employment:

Start Date	<input type="text"/>	End Date	<input type="text"/>
Name Of Employer	<input type="text"/>		
Address	<input type="text"/>		
Position Held	<input type="text"/>		
Reason For Leaving	<input type="text"/>		
Main Duties	<input type="text"/>		

Previous Employer

Start Date

End Date

Name Of Employer

Address

Position Held

Reason For Leaving

Main Duties

Previous Employer

Start Date

End Date

Name Of Employer

Address

Position Held

Reason For Leaving

Main Duties

Continue on a separate sheet if necessary to list all employment.

## Education & Qualifications

Please give details of the school/college/university you attended and include all academic, technical and professional qualifications:

School	Subjects	Qualification & Grades	Date

College/University	Course	Qualification & Grades	Date

Please give details of any training and development courses or non-qualification courses which support your application including on-the-job training:

Training Course or Programme	Duration of Course and Date

Please give details of any professional bodies you are a member of:

Professional Body	Membership Type

Please give details of any publications or other relevant work:

## Suitability for the role

Please explain here how you meet the requirements of the role, including what abilities, skills, knowledge and experience you bring that is relevant to the job you are applying for and your reasons for applying for this position.

Continue on a separate sheet if necessary

Please explain any Christian Ministry experience that would be relevant to the job you are applying for (if applicable to the role):

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

## Criminal Record Disclosure

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. Any information will be completely confidential and will be considered only in relation to this application.

If relevant to the role, you will be required to submit to a DBS / Enhanced DBS check. Any offer of employment will be subject to a satisfactory disclosure report. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. Suitability will be considered in the light of all available information.

*In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.*

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If yes, please give details below.

Yes

No

*Please note, you can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.*

***I have attached details of my conviction separately:***

*(please mark with an X if appropriate)*

## Protecting Children & Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a Disclosure & Barring Service check.

Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?

Yes

No

## Right To Work In The UK

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK, you will be required to provide original documents as evidence prior to appointment.

## Driving Licence (if relevant to the post)

Do you hold a full, clean driving licence valid in the UK?

Yes

No

## Disability Discrimination

The Equality Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to have a disability?

Yes

No

Do you believe any adjustments need to be made in order for you to carry out this role?

Yes

No

If yes to either of the above, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

## References

Offers of employment are subject to two satisfactory references, one of which must be from your present or most recent employer. Please give the names and addresses of your two most recent employers. If you are unable to do this, please clearly outline who your references are:

*No approach will be made to your present or previous employers before an offer of employment is made.*

### Referee 1

Name	
Job Title	
Work Relationship	
Company	
Full Address	
Telephone	
Email	

### Referee 2

Name	
Job Title	
Work relationship	
Company	
Full Address	
Telephone	
Email	

## Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this for, by the referees you have noted and the educational institutions noted and may undertake to verify your qualifications for recruitment purposes only. AoG will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legal obligation and legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available from [hr@aog.org.uk](mailto:hr@aog.org.uk).

## Declaration

(please read this carefully before signing)

I hereby confirm that:

- All the information given by me on this form is complete and correct to the best of my knowledge and that any untrue or misleading information will give my employer the right to terminate any employment offered.
- I understand that any offer of employment is subject to AoG being satisfied with the results of a series of relevant checks, including references, eligibility to work in the UK, criminal convictions (if relevant to the job) and probationary period.
- I possess all the qualifications which I claim to hold.

Please sign in the space below:	Date

Please return this form by post or email to:

Human Resources  
AoG National Ministry Centre,  
Ground Floor & Floor 2,  
No. 1-2 The Cottages,  
Deva Centre,  
Trinity Way,  
Manchester, M3 7BE

Email: [hr@aog.org.uk](mailto:hr@aog.org.uk)