



ordinary people. extraordinary work.

Application Form



FOR INTERNAL USE ONLY

Job reference number:

Candidate reference number:



1: Work experience

Current/most recent position held:

From:

To:

Company name and address:

Brief outline of responsibilities and accountabilities:

Reason for leaving:

Previous position 1 held:

From:

To:

Company name and address:

Brief outline of responsibilities and accountabilities:

Reason for leaving:

Previous position 2 held:

From:

To:

Company name and address:

Brief outline of responsibilities and accountabilities:

Reason for leaving:

Previous position 3 held:

From:

To:

Company name and address:

Reason for leaving:

Previous position 4 held:

From:

To:

Company name and address:

Reason for leaving:

(please continue on a separate sheet if necessary)

2: Education/Qualifications

Dates: From – To	School/College/University	Qualifications and subject

Specialist/relevant training or professional membership

3: References

Please provide 2 references, one must be your current/most recent employer.

Reference 1 (current/most recent employer):

Name:

Company name and address:

Telephone number:

Relationship:

Email:

Can we contact this person for a reference prior to interview? Yes No If not, please state why:

Reference 2 (need not be a previous employer):

Name:

(Company name) and address:

Telephone number:

Relationship:

Email:

Can we contact this person for a reference prior to interview? Yes No If not, please state why:

4: Your competencies

Please read the Role and Competency Profile for this post and provide brief evidence from your previous experience for the following competency areas. This information will be used to shortlist applicants:

Leadership and Management

1. Leadership and Management
 2. Planning and Organising
 3. Quality Orientation
 4. Persuasiveness
-

Professional and Intellectual

1. Specialist Knowledge and Experience
 2. Problem Solving & Analysis
 3. Oral and Written Communication
-

Organisation and Business

1. Commercial Awareness
 2. Creativity and Innovation
 3. Action Orientation
-

Personal and Interpersonal

1. Interpersonal Sensitivity
2. Flexibility
3. Resilience
4. Personal Motivation

5: Additional information

Do you have the right to work in the UK? Yes No

Do you have a current valid UK driving licence? Yes No

Do you own or have access to a car? Yes No

Please give details of any illnesses in the last 5 years lasting for more than 10 days.

How many days of sickness absence have you had in the past 2 years?

Do you consider yourself to have a disability? Yes No

If you are disabled, is there any way in which we could make it easier for you to attend an interview?

Have you been convicted of any criminal offence whether it be 'unspent' or 'spent' as designated by the Rehabilitation of Offenders Act (1974)? Yes No (If yes, please give details):

Are you related to a board member, a committee member or an employee of Adullam? Yes No

If yes, please state the name of the person and the relationship.

Are you able to work within the Christian Ethos of the Association? Yes No

Have you applied for any other post in Adullam in the past year? Yes No (If yes, please give details):

I declare that the above information is accurate and complete and that any untrue or misleading information could lead to the rejection of this application or subsequent disciplinary action.

By signing I agree that my details will be used for processing my application for employment.
All information will be kept for a period of 6 months and destroyed.

Signature:

Date:

6: All about you



This page will be detached prior to shortlisting.

Job applied for:

Title:

Full name:

Address:

Postcode:

Main contact number:

E-mail address:

FOR INTERNAL USE ONLY

Job reference number:

Candidate reference number:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Equal opportunities

Adullam is an equal opportunities employer. Our aim is to ensure that no applicant receives less favourable treatment on any grounds.

To enable us to monitor the effectiveness of our policy, we would appreciate your help by completing this form. The form is separated from your application as soon as it arrives and is not passed to anyone involved in the shortlisting or selection process. The information is used for statistical purposes only and will be treated as strictly confidential.

Ethnic origin

Do you consider yourself to be:

White

Black Caribbean

Indian

Irish

Black African

Bangladeshi

Pakistani

Chinese

Black other (please specify)

Other (please specify)

N.B: These classifications may be revised in-line with census output data and/or any recommendations made by the Commission for Racial Equality.

Gender

Male

Female

Advert

Where did you see the advert/job opportunity?
