APPLICATION FOR EMPLOYMENT

Confidential Record

This form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

APPLICATION DETAILS

POSITION APPLIED FOR	
DATE OF APPLICATION	

PERSONAL DETAILS

TITLE	Mr / Ms / Mrs / Miss*	**FORENAME**	
SURNAME			
HOME ADDRESS		**CURRENT ADDRESS** *(If different)*	
TELEPHONE NO.		**MOBILE NO.**	
E-MAIL ADDRESS			
DO YOU HAVE A CLEAN UK DRIVING LICENCE?			

**** Delete as appropriate***

Are you eligible for Employment in the United Kingdom? Yes ☐ No ☐

What documentation can you provide in order to demonstrate this?

- ☐ British Passport or EEA Passport
- ☐ National Identity Card
- ☐ UK Residence Permit
- ☐ Letter from the Home Office
- ☐ Birth Certificate
- ☐ Official document containing NI number
- ☐ UK work permit
- ☐ Immigration Status Document

EDUCATION & QUALIFICATIONS *(starting with most recent)*

INSTITUTION *(Name & Address)*	**TITLE OF AWARD** *(e.g. A-level / Degree Etc)*	**RESULTS** *(Achieved/Expected)*

Use additional sheet if necessary

MEMBERSHIP OF PROFESSIONAL BODIES

EMPLOYMENT EXPERIENCE (including any voluntary roles) *(starting with most recent)*

Company/organisation:	Present/final salary:
Address:	Other forms of remuneration/benefits:
Nature of business:	Notice period:
Employment dates: From: to:	Reasons for leaving:

Most recent position held, responsibilities & nature of duties:
Previous positions held, responsibilities & nature of duties (with dates):

Company/organisation:	Reasons for leaving:
Address:	
Employment dates:	
Position held, responsibilities & nature of duties:	

Company/organisation:	Reasons for leaving:
Address:	
Employment dates:	

Position held, responsibilities & nature of duties:	
Company/organisation:	Reasons for leaving:
Address:	
Employment dates:	
Position held, responsibilities & nature of duties:	
Company/organisation:	Reasons for leaving:
Address:	
Employment dates:	
Position held, responsibilities & nature of duties:	
Use additional sheet if necessary	

REFERENCES

Referee 1 (Employment manager/supervisor of most recent Job)	Referee 2 (Church Leader/Mentor)
Name	Name
Position	Position
Email	Email
Contact number	Contact number
Address	Address

RELEVANT EMPLOYMENT EXPERIENCES

LEADERSHIP

(Provide an example of a situation where you showed leadership, making clear how it aligns with the job description for this role.)

TEAMWORK

(Provide an example of a relevant team working experience, making clear how it aligns with the job description for this role)

PROBLEM SOLVING

(Describe a problem you have faced and the actions that you took to overcome it, making clear how it aligns with the job description for this role)

PERSONAL INTERESTS & ACHIEVEMENTS

(Use the space below to list any spare time activities and hobbies you have)

WHAT ATTRACTS YOU TO WORKING IN THIS POST?

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?

ARE YOU FAMILIAR WITH AND AGREE WITH THE VINEYARD STATEMENT OF FAITH?	YES/NO
ARE YOU AN ACTIVE MEMBER OF A CHURCH AND IF SO WHICH CHURCH	
IF A JOB OFFER IS MADE WHEN WOULD YOU BE AVAILABLE TO START?	

DECLARATION

I authorise Melton Vineyard to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act - the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.

Signature	**Date**

ADDITIONAL INFORMATION (please add any further information you feel relevant or if you have any support needs you would like the interviewers to know about)