Application Form

Introduction

Thank you for considering a role with Cambridge & District Youth for Christ. We take every application seriously and consider each candidate prayerfully. We believe that every individual is created unique and in the image of God, therefore we are committed to fairness and integrity in all matters of employment.

We aim to ensure that no applicant or employee receives less favourable treatment on the ground of age, disability, ethnic origin, gender, nationality, marital status, sexual orientation, or race. We will not discriminate unlawfully on the grounds of religion. Our equal opportunities expresses this aim in more depth; please ask if you would like to see it.

Please complete all sections of the form electronically and email the completed form to mail@cambridgeyfc.uk by the closing date specified.

If you have a question about this form or the job please email mail@cambridgeyfc.uk.

1. Personal Details

**Name: Tel:**

**Role Applied for: Email:**

**Address:**

How did you hear about this role?

**Are you eligible to work in the UK?** (evidence will be required if interviewed)

YES NO

**If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview? If so please provide details below.**

1. Safeguarding

Cambridge & District Youth for Christ is committed to safeguarding the welfare of children and young people and expects all applicants to share this commitment.

Due to the nature of this role applicants must obtain an enhanced disclosure from the Disclosure and Barring Service. A criminal record is not necessarily a bar to employment with us; please ask for our policy on the recruitment of ex-offenders for more details.

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| --- | --- |
| **Do you have any spent or unspent criminal convictions? (If yes please give the details on a separate sheet of paper)** | YES NO |
| **Are you currently registered with DBS Update Service?** | **Yes** No |
| **If yes please provide your DBS Registration No.** |  |

1. The Ethos of Youth for Christ

Cambridge & District Youth for Christ is a Registered Charity whose aim is to advance the Christian Faith. Our Mission Statement is ‘taking the Good News relevantly to every young person in Cambridge & District’. Our Christian faith is described in our Statement of Faith. You should read this document before answering these questions. We have identified that for this post there is a genuine occupational requirement for the role holder to be a committed evangelical Christian in accordance with the Employment Equality (Religion & Belief) Regulations 2003. Please answer the following questions to show how you meet this requirement:

|  |  |
| --- | --- |
| **For how long have you been a Christian?** |  |
| **What church do you attend?** |  |
| **What denomination is it?** |  |
| **Do you agree with our statement of faith?** | Yes No |

**How would you describe your faith?**

**What do you think about working in the context of our ethos statement?**

1. Qualifications

Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

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| --- | --- | --- | --- |
| **Qualification** | **Place of Study** | **Grade** | **Year** |
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1. Training

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed.

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| --- | --- | --- | --- |
| **Course name** | **Course provider** | **Qualification received (if any)** | **Year** |
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1. Working History

Please record below the details of your previous working history including any volunteering positions you’ve held (minimum 3 years), beginning with the most recent first. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Present / Most Recent Employer** | | | |
|  |  |  |  |
| **Job Title:** |  | **Date Appointed:** |  |
| **Employer:** |  | **Present Salary:** |  |
| **Address:** |  | **Notice period:** |  |
|  |  | **Reason for leaving:** |  |
| **Town:** |  |  | |
| **Postcode:** |  |
| **Description of the main activities and duties performed in this role** | | | |
|  | | | |

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| **Previous working history (most recent first)** | | | |
| **Employers name and location** | **Position held and reason for leaving** | **Role Summary** | **Dates** |
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1. References

Please give names and addresses of **TWO** referees, not related to you nor solely writing in the capacity of friends. The referees must be your ***current or most recent line manager*** and your ***church minister***. We reserve the right to contact your present/last employer if an offer is made and accepted. We prefer to take up references prior to interview, unless you have specifically requested otherwise in the section below. Once received, we will review the references. If there are any queries about the quality of the reference we will discuss with you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee One** | | | |
|  |  |  |  |
| **Name:** |  | **Tel:** |  |
| **Address:** |  | **Email:** |  |
|  |  | **Relationship to referee?** |  |

**Can we approach this referee if you are invited to interview?** Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee Two** | | | |
|  |  |  |  |
| **Name:** |  | **Tel:** |  |
| **Address:** |  | **Email:** |  |
|  |  | **Relationship to referee?** |  |

**Can we approach this referee if you are invited to interview?** Yes No

1. Personal Profile

**Personal summary**

Describe yourself – strengths, weaknesses etc.

**Motivation**

Describe why you would like to be considered for the role you are applying for.

**Relevant experience**

Describe what experiences you have had that makes you ready for this role.

1. Supporting information

If there is anything further you would like to tell us in support of your application please add that here.

1. Declaration

I confirm that the information given in this application is correct and understand that any misrepresentation or omission may render me liable to dismissal if offered a post.

I authorise Cambridge & District Youth for Christ to use and store my data, in accordance with the Data Protection Act, for recruitment and employment purposes, to be seen only by those involved in the recruitment and selection process.

Signature: Date: