HEATON BAPTIST CHURCH

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Please complete each section of this form in full, accurately and clearly.
If you are short of space on any of the sections, please continue on the reverse or on a separate sheet.

POST FOR WHICH YOU ARE APPLYING: Office Administrator

PERSONAL DETAILS (Please complete this section in BLOCK CAPITALS)

Surname	**Forenames**

Address	
Daytime Telephone Number:	**Have you a full current driving licence?**
Evening Telephone Number:	

Give details of any serious mental/ physical illnesses you have suffered and any operations you have undergone:

EDUCATION. Give details of all schools, colleges, universities, etc. attended since the age of 11:

Dates		Name and address
From	To	

QUALIFICATIONS: List all academic, professional and other qualifications obtained.

Date Obtained	Level of qualification	Subject	Result/Grade

Give details of any other training, skills or interests which are relevant for the post for which you have applied:

REASON FOR APPLICATION:
Why have you applied for this position? Why do you think yourself particularly suitable?

YOUR CHRISTIAN FAITH

How long have you been a Christian?

Explain briefly how you became a Christian:

How would you describe your current spiritual life?

YOUR CHURCH

Name and address of Church attended:

Name of Church leader/minister:

Are you a member?	Length of membership or attendance:

What experience do you have of Christian service?

EMPLOYMENT DETAILS: Please give details of all employment you have had, giving your present or most recent job first.

Dates employed		Name, address and business of employer	Position held, nature of duties and reason for leaving
From	To		

CRIMINAL CONVICTIONS: Have you any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? If 'yes' please describe the offence:

REFEREES: Please provide the names, addresses and telephone numbers of two referees (preferably your latest employer and someone in authority at your Church).

1.	2.

DECLARATION:

The information I have provided is, to the best of my knowledge and belief, correct and complete

SIGNED: **DATE:**

PLEASE SEND THE COMPLETED FORM TO:
Tim Fletcher, Church Secretary, Heaton Baptist Church, Heaton Road, Newcastle Upon Tyne, NE6 5HN or via email to secretary@heatonbaptist.org.