



**Application form: Full-time P.A Support Assistance Administrator to the CEO.**

The position is still open, and we've extended the job advertisement.

If you're interested in applying, kindly submit your application form to [Ben@missionalgen.co.uk](mailto:Ben@missionalgen.co.uk)

Please also submit your video to accompany your application form. More information about this video can be found via <https://www.missionalgen.co.uk/mg-worker/>

A formal interview will be offered in writing if you have been shortlisted

Please send all the items required alongside this application via [wetransfer.com](https://www.wetransfer.com) by emailing [Ben@missionalgen.co.uk](mailto:Ben@missionalgen.co.uk)

Full name	
Email	
Address	
Post Code	
Daytime Tel	
Evening Tel	
National Insurance Number	

**IMPORTANT NOTES – Rehabilitation of Offenders Act (1974) (amended 2013)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background which is not 'protected' and also authorise a search of Police Records. Failure to disclose the information could result in dismissal or disciplinary action. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.



### Employment History

Please give information of all roles held for up to the last 10 years. You may include both paid and voluntary positions. Please duplicate this page if required.

Employer's Name and address	
Post Held	
Duties and responsibilities	
Dates of employment	
Reason for leaving	
Employer's Name and address	

### Employment History Continuation Sheet

Employer's Name and address	
Post Held	
Duties and responsibilities	
Dates of employment	
Reason for leaving	

Use the following sheet if you need to add more history.

Please give details of any gaps in employment (including dates & reasons for the gaps).

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Have you ever been dismissed or subject to disciplinary action? If yes, please give details.

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**Employment History Continuation Sheet**

Employer's Name and address	
Post Held	
Duties and responsibilities	
Dates of employment	
Reason for leaving	

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Employer's Name and address	
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**Faith journey**

We would love to hear some of your faith story and how this has influenced you in applying for this role. ***Continue on up to one extra page if required.***

**Supporting information**

Please outline your reasons for applying for this post, and, using the person specification as a guide, detail your suitability for the post. Where possible, please evidence where you have gained relevant experience and skills. Continue on up to one extra page if required.



**Qualifications**

Please list any qualifications and training relevant to the role continue on extra page if required

Date	Awarding Body	Details of qualification/training	Result

**Education:**

Date	Awarding Body	Details of qualification/training	Result

**Training:**



Date	Awarding Body	Details of qualification/training	Result

**References**

Please give full details of two referees. If you are, or have been employed, one of your references should be from the line manager of your most recent employer. If you have not been in recent employment, please supply details of referees from previous employers or academic institutions. Please note that personal references will not normally be accepted, except where such an individual is able to give a professional judgement on your suitability for the post for which you are applying.

**Referee One (Current Employer)**

Date	
Name	
Job Title	
Address	
Post code	
Email	
Telephone	

May we contact the above named person prior to your interview for a reference if required? Yes / No



**Referee two (Current Employer)**

Date	
Name	
Job Title	
Address	
Post code	
Email	
Telephone	

May we contact the above named person prior to your interview for a reference if required? Yes / No

Are you a British National?

- Yes
- No

If not, do you have the right to work in the UK and hold a current work permit?

- Yes
- No

If so, please state the expiry date of your right to work in the UK and/or your work

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NB All candidates must note that no offer of a job/post will be made until:

- Satisfactory completion of legal checks.
- Receipt of an Enhanced Disclosure & Barring Service Check if this is required for the post.
- [A criminal record will not necessarily bar an application from employment with the DBF. It will depend on the nature of the post and the circumstances of the offence, however posts entailing work with children or young people fall outside the Offenders Rehabilitation Act 1974];
- Immigration checks have been made;
- Receipt of references;



I hereby consent to the continued processing of all such sensitive data as outlined above. To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that deliberately falsifying or withholding information in this form or any documentation relating to my future appointment may result in non-appointment or, if employed, dismissal

<b>Signed</b>		<b>Date</b>
<b>Print</b>		<b>Date</b>





Faith journey - *Continue on up to one extra page if required.*

A large, empty rectangular box with a thin black border, intended for writing a faith journey.



Reasons for applying for this post continued:

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