



When completed, please return this form to:
 Nick Crowder
 One Life International
 PO Box 2529
 Reading
 RG1 6ZL

Closing date _____ Ref. _____

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

PLEASE TYPE OR WRITE CLEARLY IN BLACK INK, COMPLETING ALL SECTIONS OF THE APPLICATION. PLEASE ENCLOSE CURRENT CV.

Post applied for:

How did you become aware of this vacancy?

If advertisement seen give name of publication:

1 PERSONAL DETAILS

Surname: _____ First Names: _____ Date of birth: _____

Home/Private Address: _____ Postcode: _____

Tel. (home) _____ Tel. (mobile) _____

Tel. (work) _____ Email _____

May we contact you at work?

2 EDUCATION/QUALIFICATIONS/TRAINING/COURSES

SCHOOL (from the age of eleven)/ FURTHER/HIGHER EDUCATION/OTHER TRAINING

Dates/duration	Establishment/Organiser	Details/Qualification Obtained	Grade/Level

PROFESSIONAL BODIES OF WHICH A MEMBER: Please give full details of: level, when obtained and expiry

3 EMPLOYMENT

PRESENT/MOST RECENT POSITION:

Employer:

Type of Organisation:

Job Title:

Salary:

Start date:

Are you still employed:

If yes, notice required:

If no, date ended:

Reasons for leaving

EMPLOYMENT HISTORY (covering at least the last seven years, most recent employment first)

Please account for all gaps in employment history, including voluntary or community work.

Dates from & to	Name & address of employer Type of organisation	Salary (on leaving)	Job Title & Main Duties	Reason for Leaving

Please continue on a separate sheet if necessary

4 DRIVING DETAILS

Are you a car driver?

How long have you held a licence?

If you have experience of driving other vehicles please give details

If you have you any current endorsements please give details

5 HEALTH

Have you had any major illnesses, operations, back trouble?

If yes, please give details on a separate sheet

How many days sickness have you had in the past 2 years:

Do you have a disability?

Would you expect any reasonable adjustments to be made to the work place if you were appointed?

If yes, please give details: _____

6 FAITH

As a Christian organisation, One Life International asks its employees to identify with its Christian ethos and values. How are you able to do this?

7 SUPPORTING STATEMENT

With close reference to the Job Description & Person Specification, please give an account of experience, knowledge, skills and training you have which meet the requirements of the post. In particular we would be interested to learn of your experience in General Management and in establishing new initiatives and how you have demonstrated your concern for the poor and needy.

Please continue on a separate sheet if necessary

8 CONVICTIONS

Have you had any criminal convictions?

If yes please give full details on a separate sheet.

9 REFERENCES (please note that references may be sought before interview)

Please submit 3 referees, 2 of which must be from employers covering the last three years

Present/most recent employer: May we approach your employer before interview? Yes/No

Name & title: _____

Organisation Address: _____

_____ Postcode: _____

Telephone No: _____ Fax No: _____

Email address: _____

Previous employer: May we approach your previous employer before interview?

Name & title: _____ (retired on relocation of Association) _____

Organisation Address: _____

Postcode: _____ Telephone No: _____ Fax No: _____

Email address: _____

Reference attached, please feel free to contact for verification. Yes/No

Personal Friend of at least 2/3 years standing or Minister/Elder of church you attend

Name & profession: _____

Address: _____

_____ Postcode: _____

Telephone No: _____ Fax No: _____

Email address: _____

10 DECLARATIONS

- Are you willing to undergo a police check? (One Life Int. will meet any costs)
- Are you prepared to undergo a medical examination at the expense of One Life Int. if requested?
- Are you required to have a work permit?
- Are you able to provide a short version of your birth certificate or other documentation accepted by the Asylum and Immigration Act if offered a post?
- I authorise One Life Int. to obtain references to support this application and accept and release One Life Int. and referees from liability by giving and receiving information.
- I give express permission for the personal data, consisting of information in sections 5, 6, 8, 9, 10 & 11, to be held and processed by One Life Int.
- I confirm that the information given on this form is correct and any misleading or falsification of information may be proper cause for rejection or, if employed, cause for dismissal.

Signature: _____

Date: _____



CONFIDENTIAL

11 EQUAL OPPORTUNITIES MONITORING FORM

One Life International (and all its initiatives) is actively opposed to discrimination and is working towards equality of opportunity for all who apply to us for employment.

To help monitor our policy of equal opportunities, we would be grateful if you would complete this form and return it with your application. It will be separated from your application when it reaches us.

Your help in this matter is entirely voluntary and will in no way affect your application.

Post applied for: ____

1 Gender (Male/Female) _____

2 Date of Birth: _____

3 I would describe my ethnicity as:

Please tick one box only

Ethnicity	White	Black	Mixed	Other
Asian				
Caribbean				
African				
SE Asian				
British European				
European Non British				
Irish				
Other				
Mixed				

4 I am a person with disabilities:

If yes, please give details:

5 I heard about this position from:

Thank you for your help