**OPEN DOORS UK & IRELAND**

**APPLICATION FOR EMPLOYMENT FORM**

|  |
| --- |
| Open Doors is a Christian charity that seeks to recruit active, practising Christians \* who are passionate about its mission to serve persecuted Christians worldwide. Through working for Open Doors you will become part of an exciting team that is strengthening the body of Christ in places where faith costs the most. At Open Doors we seek to create a place where great people thrive and to enable you to use your talents as a part of God’s Kingdom. \* There is an occupational requirement under Schedule 9 of the Equality Act 2010 for this post to be held by a Christian who assents to our statement of faith.All applicants for positions within Open Doors UK agree to abide by its vision, values, Statement of Faith and Confidentiality Agreement. In all its work, Open Doors aims to be Bible-based, prayerful, Christ-centred, Spirit-inspired and dependent on God. |
|  |
| **Position applied for:** |  |
| **How you heard about this vacancy:****(if online please be specific )** |  |
| **PERSONAL DETAILS:** | **CONTACT DETAILS:** |
| **Surname:****First Name(s):****Address:****Post Code:**  | Telephone Numbers:**Home:** | **Yes / No** |
| **Work:** | **Yes / No** |
| **Mobile:** | **Yes / No** |
| **Email:** | **Yes /No** |
| **For the purposes of this application, please indicate whether we can or cannot contact you on the above as indicated by Yes / No.** |
| **EMPLOYMENT HISTORY (Start with the most recent and work backwards)** |
| **Name and address of current/previous employer:** | **Position:** | **From:**  |
| **To:** |
| **Briefly describe your responsibilities:** |
| **Reason for leaving/wanting to leave:** | **Notice period:** | **Current/previous salary:** |
|  |
| **Previous Employer:**  | **Position:**  | **From:**  |
| **To:**  |
| **Briefly describe your responsibilities:** |
| **Reason for leaving:**  | **Previous salary:** |
|  |
| **Previous Employer:**  | **Position:**  | **From:**  |
| **To:**  |
| **Briefly describe your responsibilities:** |
| **Reason for leaving:**  | **Previous salary:**  |
|  |
| **Previous Employer:**  | **Position:**  | **From:**  |
| **To:**  |
| **Briefly describe your responsibilities:**  |
| **Reason for leaving:**  | **Previous salary:**  |
| **EDUCATION AND QUALIFICATIONS:** |
| **Please provide details of your place of education, both Secondary and Further Education:** | **Subject:** | **Qualification:** | **Dates** |
| **From:** | **To:** |
|  |  |  |  |  |
| **TRAINING Please list any relevant training received** |
| **Course:** | **Duration of course:** | **Dates** |
| **From:** | **To:** |
|  |  |  |  |
| **INFORMATION TECHNOLOGY** |
| **Package:** | **Level of competence:** **e.g. basic, intermediate, advanced** |
|  |  |
|  |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| **Name of professional body and membership level:** | **Date joined:** |
|  |  |
|  |
|  |
| **PERSONAL FAITH** |
| **Please write your testimony of how you became a Christian:** |
| **Could you share a current example about how reading the bible and prayer has supported you in your daily life and in making important decision?** |
| **Who is Jesus to you?** |
| **Please tell us a bit about your involvement in your local church:** |
| **GENERAL INFORMATION** |
| **Please explain why you are applying for the role and how you meet the criteria set out in the job description and person specification . Continue on an additional sheet if necessary:** |
| **INTERESTS OUTSIDE OF WORK** |
| **Please give us any details of your interests and hobbies:** |  |
| **DRIVING** |
| **If the role requires frequent travel by car, as evidenced by the job description, then please complete this section.****If not, then please ignore.** |
| **Do you hold a current driving licence?** | **Yes** **[ ]  No [ ]**  |
| **Does your licence have any endorsements?** | **Yes** **[ ]  No [ ]**  |
| **If you have endorsements, please give details:** |
| **CHECKS** |
| **As part of your application, Open Doors may undertake suitable checks (e.g. Disclosure Barring Service) to ensure no conflict of interest is present for this role or any future role within the organisation.**  |
| **Have you ever been convicted of a criminal offence which is not a ‘spent’ conviction under the Rehabilitation of Offenders Act (1974) in the UK?** | **Yes [ ]**  |
| **No [ ]**  |
| **If yes, please give details:** |
| **WORK PERMITS** **In accordance with the Asylum and Immigration Act (1996) Open Doors UK & I has an obligation to check documentation that you are legally able to work in the UK.** |
| **Do you currently have the legal right to live and work in the UK** | **Yes [ ]  No [ ]**  |
| **If NO, we require proof that you have obtained the right to work in the UK prior to starting employment with us.** |
| **You will need to provide the correct documentation to prove that you have the right to work in the UK. Further information will be provided at invitation to interview stage. The Home Office website provides a checklist but the most common acceptable forms of documentation are listed below:*** **UK/European Passport**
* **Other Passport**
* **UK Residence Permit**
* **Leave to enter and remain in the UK**
 |
| **SOCIAL MEDIA** |
| **Please be aware that Open Doors UK & Ireland may review any and all publicly posted social media accounts relating to potential candidates after interview stage and prior to any offer of employment.** |
| **REFERENCES** |
| **Your employment with Open Doors UK & Ireland is subject to receipt of satisfactory references.****Please give details of two referees, one of whom must be** **your present or most recent employer. The other referee should be your minister.** |
| **May we request references before interview?** | **Employer: Yes [ ]  No [ ]**  |
| **Minister: Yes [ ]  No [ ]**  |
| **Name:****Job title:****Organisation:****Address:****Email:****Telephone number:** |
| **Minister name:****Church:****Address:****Email:****Telephone number:** |
|  |
| **INTERVIEW REQUIREMENTS** |
| **If you require any particular arrangements when attending an interview please give details:** |
| **The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. All processing will take place in accordance with the provision of the General Data Protection Regulations 2018.** |
|  |
| **DECLARATION** |
| **I declare that the facts set out in this application are, to the best of my knowledge, true and complete. I understand that any false information given or implied may disqualify me from employment or result in dismissal.****I confirm that I am fully able to accept the Statement of Faith (for more information visit the website).****I consent to my information being used and shared for the purpose of the recruitment and selection process. I also understand that if I am unsuccessful in this application, my details will be destroyed after 9 months in line with GDPR / OD UK & I policies.**  |
| **Signed:** | **Date:** |