

# Exodus Application Form

Role Applied For

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## 1. Personal Details

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<b>Forename(s)</b>	
<b>Surname</b>	
<b>Name usually known by</b>	
<b>Address &amp; Postcode</b> (for Communication)	
<b>Permanent Address &amp; Postcode</b> (if different from above)	
<b>Mobile No.</b>	
<b>Alternative Telephone No.</b>	
<b>E-Mail</b>	

If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend

## 2. Employment & Volunteering History

Please detail below all your employment/self-employment and volunteering relevant to your application. Start with your present/most recent

Name and location of Employer/ Church / Organisation	Job Title Grade/Position (inc if employed or voluntary)	FROM	TO	REASON FOR LEAVING

**Main Duties and Responsibilities in your current / most recent role(s)**

# 3. Referees

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## FIRST REFEREE

May we approach your present/most recent employer / volunteer manager for a reference if we are considering you for appointment? (note approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references)

Yes

No

If you answered "no", please give the reason:-

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Details of individual from whom work reference should be sought:-

<b>Name</b>	
<b>Job Title</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	

## SECOND REFEREE

Please supply details of an additional referee. This should be an individual who know you well and could comment on your suitability for the post but is not a member of your family. They should be a Christian who can comment upon your Christian faith.

<b>Name</b>	
<b>Job Title</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	

## 4. Criminal Convictions

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**Have you ever been convicted of a criminal offence or are there any charges outstanding?**

Yes

No

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are "spent" (although details of "spent" convictions may need to be disclosed in an application for a criminal background check, if applicable to the role)

## 5. Permissions

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**Do you have the right to work in the UK?**

Yes

No

**Note: Exodus may require proof of this right before an offer of employment can be confirmed**

The remainder of this form is used to record the other qualities and experience which are required from the **JOB DESCRIPTION / PERSONNEL SPECIFICATION** (enclosed with the recruitment pack)

Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil all of the essential criteria will not be shortlisted for interview. Exodus reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

## 6. Personal Statement

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**Exodus requires people who will**

**LEAD WITH EXCELLENCE // LEAD WITH CARE // LEAD WITH COURAGE // LEAD WITH OTHERS**

**Please give a short summary of why your experience, personality, character, passions and strengths make you suitable for the role.**

## 6. Your Faith

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**Please tell us what your Christian Faith means to you and why you follow Jesus**

# 7. Essential Skills, Characteristics and Experience

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**With reference to the job description/personnel specification, please set out how you meet the essential criteria for this post.**

**Please be as specific as possible when providing examples with dates where appropriate.**

Essential Criterion	Your Skills, Characteristics or Experience
<i>e.g. A personal Christian faith and full commitment to the values and ethos of Exodus</i>	


## 8. Desirable Experience and Personal Qualities

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**With reference to the job description/personnel specification, please set out how you meet the desirable criteria for this post. Please be as specific as possible when providing examples with dates where appropriate. (Qualifications should be completed in the next section)**

Desirable Criterion	Your Experience & Personal Qualities



## 9. Qualifications

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Please outline any qualifications you have that are relevant to the post

Name and Details of Qualification	Awarding Body	Date Received

## 10. Additional Information

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Please provide any additional information in relation to your suitability for the post that you wish to give in support of your application

## 11. Data Protection

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The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act.

## 12. Declaration

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By submitting this form you agree to the following statement

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

**Applications received after the deadline will not be considered**