

VOICE

OF PERSECUTED CHRISTIANS

APPLICATION FOR EMPLOYMENT

Please complete all sections and return by email or by post (details at the end of the form). If you wish to handwrite the form, please request a version of the form suitable to be completed by hand. If you are unsuccessful with your application, your records will be retained by Voice of Persecuted Christians for a period of six months. All personal data/special categories of personal data are processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation 2021 (GDPR). Please see Voice of Persecuted Christians Privacy Statement on the website for further details.

Position applied for:	Assistant to the Executive Office
Where did you see the position advertised?	

PERSONAL DETAILS

Surname: (Block capitals)		Title: (For response purposes)	
First names:			
Address:			
Post code:			
Email:			
Tel (home):			
Tel (mobile):			
Tel (work):			
National Insurance No:			

RELEVANT EDUCATION/QUALIFICATIONS

Educational establishment/ institute/name/address	Dates		Qualification (and subjects)	Results/Grades
	From	To		

TRAINING

Please give details below of any further training and development you have received and any professional memberships or qualifications:

Relevant training and development:
Membership of professional bodies and professional qualifications:

Please indicate below any software packages you are familiar with and your level of competence:

Please give full details of your full employment history or work experience (most recent first). Please account for any gaps in employment.

[illegible]

SUITABILITY

Please explain why you are applying for this post and why you are suitable for this role:

Why are you interested in applying for this post?
What key accomplishments can you cite (from your current and / or past roles) that suggest you are an excellent candidate for this position?
Why do you believe it is important to love and serve persecuted Christians?

SKILLS AND COMPETENCIES

Please outline below how your skills / knowledge / experience meet the requirements of the Person Specification for this role. You may draw on past employment and / or out of work activities.

[illegible]

CHRISTIAN LIFE AND EXPERIENCE

Please describe briefly the beginning and growth of your faith in Jesus Christ.

Church Affiliation

Name of Church:	
How long have you attended?	
Name of Minister/Pastor/Leader:	
What involvement do you have in the life of your Church?	
Give details of responsibilities held:	

How are you seeking to live out your Christian faith at home, at work, at church and in your social life?

OTHER INFORMATION

Please note below anything else that you wish to add in support of your application.

Where the job applied for requires you to drive as part of your normal duties, do you:

Own a car? Yes / No

Hold a driving licence? Yes / No Provisional / Full

Have any current endorsements? Yes / No
(Give details)

Do you have a Restrictive Covenant/Restraint of Trade Agreement with your current employer which could impact on your ability to carry out the job applied for? Yes / No

If yes, please give details or attach a copy of the document.

Are you authorised to work within the UK? Yes / No

If appropriate, please give details of permits held:

Do you have any concerns regarding this application? Yes / No

If yes, please give details:

REFERENCES – referees must not be members of your family, including a spouse.

From your current or most recent employer:

Name:		
Address:		
Tel:		
Email:		
Occupation:		
Do you want us to seek your permission before asking for this reference?		Yes / No

From your church minister or leader:

Name:		
Address:		
Tel:		
Email:		
Occupation:		
Do you want us to seek your permission before asking for this reference?		Yes / No

From someone who knows you well enough to give a personal/character reference:

Name:		
Address:		
Tel:		
Email:		
Occupation:		
Do you want us to seek your permission before asking for this reference?		Yes / No

SUPPLEMENTARY INFORMATION

Have you ever worked for Voice of Persecuted Christians or any associated organisation before? Yes / No

If yes, please give details including dates and reasons for leaving:

Do any close relatives work for Voice of Persecuted Christians? Yes / No

If yes, please give details. (In certain positions, it is not possible for relatives to work in the same areas.)

Do you require any specific facilities to be provided to enable you to attend for an interview? Yes / No

If yes, please give details.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes / No

If yes, please give details.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Declaration

To the best of my knowledge all the particulars I have given are true. I have read and subscribe to Voice of Persecuted Christians Ethos Statement and Statement of Faith and, if appointed, I agree to abide by the Code of Conduct. I understand that any false statements may disqualify me from employment or render me liable to summary dismissal. I understand that any offer of employment is subject to the Organisation being satisfied with the results of relevant pre-employment checks, including references. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signed: _____

Date: _____

Thank you for your application.

Please return this form to: Nick Bending, Chief Operating Officer, Voice of Persecuted Christians, PO Box 54, Orpington, BR5 4RT

Or by email to: recruitment@voiceopc.org