We ask all candidates for this role to complete this form, to aid us in our short-listing process.

Please fill out as much as you can and email it to: [recruitment@wearelifechurch.uk](mailto:recruitment@wearelifechurch.uk).

Please do review the Job Description, especially the Key Responsibilities, Qualifications & Experience Requirements. Do refer to these in your answers below and share details of how you will meet the responsibilities and requirements.

The information will be stored securely and kept confidential by Life Church, being used solely for this recruitment process.

# 

# Role:

|  |  |
| --- | --- |
| Role applied for | **Communications & Events Administrator** |

# Personal Details:

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email |  |
| Contact phone number |  |
| Date of birth |  |

|  |  |
| --- | --- |
| Address |  |
| City / Town |  |
| Postcode |  |

If less than 12 months at this address, please fill in your previous address & include dates you lived there.

|  |  |
| --- | --- |
| Address |  |
| City / Town |  |
| Postcode |  |
| Date from |  |
| Date to |  |

# Availability:

|  |  |
| --- | --- |
| If currently employed, what period of notice are you required to give to your current employer? |  |
| If successful, when would you be first available to start this role from |  |
| This role’s location is in and around Peterborough. If you do not already live within reasonable distance, briefly outline the steps to relocating if successful. |  |
| Are you free to remain and take up employment in the UK? |  |
| Proof of eligibility to work in the Uk will be required at interview. For acceptable documents please see: <https://www.gov.uk/legal-right-work-uk> | |

# Declaration of interest:

|  |
| --- |
| **Are you closely connected to any of the Staff, Eldership Team or Trustees of Life Church?**  If yes, please detail below their name(s) and the nature of the relationship / connection. |
|  |

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# Employment & Work Experience:

|  |  |
| --- | --- |
| **Please tell us about your work (whether paid or unpaid) history.**  Start with your current or most recent role, and work backwards, adding more sections if needed.  If this information is on your CV, please just complete current or most recent role and submit your CV along with this form. | |
| **Current or most recent role** | |
| Position title |  |
| Date from |  |
| Date to |  |
| Name & Address of employer / organisation |  |
| Line Manager |  |
| Brief description of role / responsibilities & duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| **Previous role(s)** | |
| Position title |  |
| Date from |  |
| Date to |  |
| Name & Address of employer / organisation |  |
| Brief description of role / responsibilities & duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Position title |  |
| Date from |  |
| Date to |  |
| Name & Address of employer / organisation |  |
| Brief description of role / responsibilities & duties |  |
| Reason for leaving |  |

# 

# Qualifications & Training:

| **Please tell us about relevant qualifications & training, starting with the most recent** (add extra rows if needed) | | | |
| --- | --- | --- | --- |
| Organisation | Date Started | Date completed | Qualification or training completed, include subjects, brief description where necessary and grade / level achieved. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Personal Christian Experience:

|  |
| --- |
| This role includes working with and under the oversight of the Life Church Leadership Team, and communicating the teaching, aims, vision & values of Life Church. Compatibility with your personal Christian experience & beliefs is important. |
| Life Church is part of Relational Mission, a family of churches working together. As such we agree with the values as set out here: <https://www.relationalmission.org/vision-values>, please do read these before answering the following question. |
| **Please tell us about your personal Christian faith (particularly how long you have been a Christian, whether you have been baptised as a believer and when, your current & previous church history, and what does / would excite you about calling a church like Life Church home?)**  **Please also feel free to include any areas that you would like to discuss.** |
|  |

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# Aptitude:

|  |
| --- |
| **Please use the space below to explain why you should be considered for this role.**  Please do review the Job Description, especially the Key Responsibilities, Qualifications & Experience Requirements. Do refer to these in your answers below and share details of how you will meet the responsibilities and requirements.  Include any relevant experience, qualification, skills & motivation. You may supply this in a separate document if this is more convenient. |
|  |

# References:

|  |
| --- |
| **Please complete the details below of 2 people who would be willing to provide a personal reference for you.** |
| For this type of role we seek a reference from current or last employment / role and from your current church leadership. |
| We will only contact referees after the interview stage, and will reconfirm these details before we request a reference. |

|  |  |
| --- | --- |
| **Current or last employment / role** | |
| Their Job Title  (Ideally Line Manager, HR Manager or other senior management) |  |
| Their working relationship with you |  |
| How long have they known you |  |
| First Name |  |
| Surname |  |
| Email |  |
| Contact phone number |  |
| Name & Address of employer / organisation |  |

|  |  |
| --- | --- |
| **Current Church Leadership** | |
| Their role in the church  (Ideally church leadership or Trustee) |  |
| How do they know you |  |
| How long have they known you |  |
| First Name |  |
| Surname |  |
| Email |  |
| Contact phone number |  |
| Name & Address of Church |  |

# Declaration:

|  |  |
| --- | --- |
| **By submitting this application form to Life Church, I declare, understand and agree to:** | |
| * this data being processed and stored by Life Church in accordance with GDPR. * that following the recruitment process, any offer of employment will be subject to receipt of suitable references. * that this information is accurate to the best of my knowledge and if any information is later found to be false or mis-leading it may result in my being withdrawn from the recruitment process, or any offer of employment being withdrawn or employment terminated. | |
| Date: |  |