Employment Application

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| A. Position Applied For: FINANCE MANAGER (PART-TIME) | |
| Full Name: |  |
| Job Title: |  |
| How did you find out about this vacancy? Please give details. |  |

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| Ascension Trust (AT) is a Christian Inter-denominational Organisation (Registered Charity Number 1127204 and Company Number 06751712) with a passion to empower individuals to work together within their local community and nation, to contribute positively to society and to improve the quality of life of the disadvantaged and vulnerable.  Ascension Trust was founded in 1993 by Reverend Les Isaac with a mission to empower churches to be effective as “salt and light” in their local community, city and nation. Ascension Trust is a faith based Christian Charity that operates as an umbrella body for a number of initiatives, which among others includes Urban Mission, Street Pastors, School Pastors, Prayer Pastors, Word 4 Weapons and Gift My Time by offering relevant training programs, governance counsel and pertinent support. The Board of Trustees are Christians from different denominations and from a wide range of professional backgrounds.  Under Schedule 9, Part 1 of the Equality Act 2010, being a Christian is a permitted occupational requirement. Due to the nature of AT, the post holder will need to be a committed Christian who subscribes to the AT mission, goals and values, being able to participate and contribute to the Christian spiritual life of the AT Head Office Team by leading devotions and prayer times.  Please complete this application form carefully ensuring **you answer each question by providing all the requested information.** Kindly complete this employment application electronically or write neatly in **black ink**, to ensure the form will be legible when photocopied. Feel free to attach your professional CV but ONLY applicants who fill in this form as requested will be considered. Please continue your answers on a separate sheet if need be.  Ascension Trust seeks to ensure that the recruitment process is equally accessible to any applicants with disabilities. If you would like Ascension Trust to make any reasonable arrangements to assist you with the recruitment process, please simply let us know. Only successful candidates will be further notified of the remainder of the recruitment process. For more information please contact Dawn Martin, Legal & Policy Officer on [**hr@ascensiontrust.org.uk**](mailto:hr@ascensiontrust.org.uk) or by writing to Ascension Trust, Alpha House, Alpha Place, Garth Road, Morden, SM4 4TQ. |

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| B. Personal Information | |
| Surname: |  |
| Forenames: |  |
| Previous/Alternative Names: |  |
| National Insurance Number: |  |
| Current Address: |  |
| Daytime Telephone Number: |  |
| May we contact you during the day? |  |
| Evening Telephone Number: |  |
| Do you require a UK work permit? |  |
| Do you have a current driving licence? |  |
| Are you related to any AT Trustee?  If yes, please give details: |  |

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| C. Education and Qualification | | | | | | | | |
| Please give details of your Education – Schools and Colleges attended and any qualifications obtained, including membership of any professional bodies. | | | | | | | | |
| **School/College/University (Name and address)** | | | | Dates | | | **Qualification** | |
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| D. Other Training and Qualifications | | | | | | | | |
| **Date** | **Description of Activity** | | | Level of Proficiency | | | | **Qualification Attained** |
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| E. Employment History | | | | | | | | |
| Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including relevant voluntary or unpaid work. Please include any periods of unemployment. | | | | | | | | |
| **Employer’s**  **name and address** | | **Dates of**  **Employment** | **Job Title**  **Last Salary** | | | **Reason for**  **leaving** | | |
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| F. Continued Professional Development | | | | | | | | |
| Please list in order of the most recent, any relevant CPD activities or courses attended | | | | | | | | |
| **Description** | | | | | Date | | | **Points** |
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| G. Personal Statement |
| Drawing on your knowledge, experience, skills and abilities please explain how you meet the points on the person specification, and what makes you suitable for this job. This is a very important part of the information you supply to us. You should take this opportunity to give examples of work you have done to demonstrate your abilities. |
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| H. Rehabilitation of Offenders Act (1974) | |
| Please read the guidelines on applying for a post before you complete this section. The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974). This means that you are required to give details of all convictions or pending cases, including dates and sentences, and to attach them to this form. An offer of employment may be made on a conditional basis, subject to the relevant checks being carried out.  Any information given will be kept confidential.  Failure to declare convictions will result in withdrawal of a job offer or, of subsequently discovered, to disciplinary action and/or dismissal.  If you are unsure about any matter, please contact the relevant manager or personnel officer (see the covering letter to the recruitment pack).  You are required to complete the following declaration:  \*Delete as appropriate | |
| Declaration | **I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 and:**  **I have a conviction(s) the details of which are attached**  **\*I do/do not have any convictions\*** |
| Signature |  |
| Date |  |

## Ascension Trust Privacy Notice

When individuals apply to work at Ascension Trust, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a ‘disclosure’ from the Disclosure and Barring Service we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with the Ascension Trust, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person’s employment. Once their employment with Ascension Trust has ended, we will retain the file in accordance with the requirements of our retention policy and then delete it.

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| I. References | |
| Employment Referee One | |
| Name |  |
| Job Title |  |
| Relationship to Applicant |  |
| Address |  |
| Tel. Number: |  |
| Employment Referee Two | |
| Name |  |
| Job Title |  |
| Relationship to Applicant |  |
| Address |  |
| Tel. Number: |  |
| Personal or Pastoral Referee | |
| Name |  |
| Job Title |  |
| Relationship to Applicant |  |
| Address |  |
| Tel. Number: |  |
| I. Declaration | |
| I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment. | |
| Signature |  |
| Date |  |

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| J. Monitoring Information | | |
| Ascension Trust is under a duty to protect the public funds it administers and to this end may use the following information you have provided within this organisation for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. This form has been drafted with guidance from the Equalities and Human Rights Commission. | | |
| Full Name |  | |
| Job Title |  | |
| Male or Female |  | |
| Date of Birth |  | |
| Ethnic Group | *White* | British |
| Irish |
| Other White Background? |
| *Mixed* | White and Black Caribbean |
| White and Black African |
| White and Asian |
| Other Mixed Background? |
| *Asian or Asian British* | Indian |
| Pakistani |
| Bangladeshi |
| Other Mixed Background? |
| *Black or Black British* | White and Black Caribbean |
| White and Black African |
| White and Asian |
| Other Black Background? |
| *Chinese or Other Ethnic Group* | Chinese |
| Other Ethnic Background? |