**APPLICATION FORM FOR NEW HOPE LEADER**

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| **GUIDELINE NOTES FOR COMPLETION:**   * Please complete the form clearly and concisely in black ink or type. * Please **refer to the role description and person specification**, giving examples of how you meet the criteria specified. * Please do not send a CV as this will not be considered as part of your application. * The information provided on this form will remain private and confidential. It will only be used for recruitment and selection. For more information please refer to our Privacy Notice for Recruiting.   Please complete and return the form by **Monday 14th February 2022** at 5pm.  by email to: [alison.newhope@gmail.com](mailto:alison.newhope@gmail.com)  by post to:  New Hope Christian Counselling  70 Saltisford  Warwick CV34 4TT  Please mark the envelope “Private & Confidential – ‘’Job Application”.  F.A.O. Alison Oliver |

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Full name |  | |
| Address |  | |
| Contact details | Tel. (home) |  |
|  | Tel. (mobile) |  |
|  | Tel. (work) may we contact you here? Yes / no |  |
|  | Email |  |
| Do you require a work permit to work in the UK? | |  |
| If yes, do you have one and (if relevant) when does it expire? | |  |
| Do you hold a current UK driving licence? | |  |
| Have you ever been convicted of a criminal offence (which is not spent) which would be considered relevant to the post you have applied for? | |  |

**EMPLOYMENT HISTORY:**

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| --- | --- |
| Current or most recent employment | |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |

|  |  |
| --- | --- |
| Previous employment (continue on a separate sheet if needed) to cover the last 10 years. | |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

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| --- | --- |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

**QUALIFICATIONS AND RELEVANT TRAINING:**

(continue on a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| Level | Course | Date |
|  |  |  |
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**MOTIVATION AND SUITABILITY:**

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| Please outline briefly why you are applying for the role of leader, and why you feel your skills, knowledge, experience and character make you a suitable candidate. |
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| Please describe which work packages you would take on board and deliver, and which ones you would choose to delegate, and why. |
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| Please describe what experience you have had leading, managing and developing teams. |
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| Please describe any operational management experience you have had, whether in a charity or another sector. |
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| Please describe your knowledge and experience of financial management and planning. |
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| What are your strengths and weaknesses? |
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| What is the most significant change you have brought about in a current/previous role, or another area of your life? How did you go about it? |
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| Please describe your understanding of New Hope’s Christian Ethos and what your approach to the organisation’s Christian traditions and practices would be. |
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**REFEREES:**

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| Please give details of two referees. One should ideally be someone who knows you in a professional capacity, and the other should have known you personally for more than two years and be able to provide a character reference. Please seek the permission of referees before giving their contact details. References are normally taken up as candidates are invited to interview. |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Capacity in which known to you |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Capacity in which known to you |  |

**DECLARATION:**

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| --- | --- |
| As New Hope is an organisation with a Christian Ethos, it is essential that the successful applicant is willing to work in accordance with this. By signing below you are declaring that you are willing to accept the New Hope Christian Ethos Statement. | |
| Please read and if you understand and agree, sign below. | |
| I declare to the best of my knowledge and beliefs, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer will be conditional upon the following: references satisfactory to New Hope any required job induction training, documented proof of eligibility to work in the UK and of qualifications/membership of a professional body (if necessary), and successful completion of the probation period.  I understand that this appointment is subject to clearance by the Disclosure and Barring Service.  I understand that the information provided on this form will remain private and confidential and will be used only for the purpose of recruitment and selection; and that the processing of this data will take place in compliance with data protection legislation. | |
| Signed |  |
| Print name |  |
| Date |  |

|  |  |
| --- | --- |
| Please tell us how you found out about this job vacancy? |  |