Application form

Role applied for: Ministry Assistant – Worship and Youth

Unique identification number (office use only): CCW4/AVPA/06/2025

Personal details

|  |  |
| --- | --- |
| **Surname:** | **Forenames:** |
| **Contact phone number:** | **Email address:** |
| **Home address:** | |
| **Are you eligible to work in the UK? (If you are successful, you will be required to provide relevant evidence of this prior to your appointment.)** | **Yes/No** |

Qualifications

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. GCSE, A Level, Degree)** | **Subject/name of course** | **Grade attained** |
|  |  |  |

Membership of professional bodies (if applicable)

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of membership (where appropriate)** |
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Employment record

**Current/most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & address of employer** | **Dates of employment** | **Job title & main responsibilities** | **Period of notice if current** |
|  |  |  |  |

**Previous employment**

Please give details of paid and any relevant unpaid volunteer roles

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| --- | --- | --- | --- |
| **Name & address of employer** | **Dates of employment** | **Job title & main responsibilities** | **Reason for leaving** |
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Training

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| **Details of any relevant training courses attended, and awards achieved (if appropriate)** |
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Supporting evidence

Use this section of the form to provide at least one specific example which shows how you meet the outlined criteria. Your example may come from previous employment, volunteering, education, or other experiences.

**Essential**

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| **A vibrant commitment to personal spiritual growth and development** |
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| **Willingness to worship at CCW4 and embrace its values and vision** |
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| **Passionate about administration, gifted in this ministry** |
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| **Initiative and the ability to work alone** |
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| **Adaptable and flexible** |
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| **Collaborative approach and a team player** |
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| **Good written communication skills** |
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| **Strong verbal and communication skills** |
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| **Well organised approach to work with good attention to detail** |
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| **Good office skills and IT competent** |
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**Additional information**

Please use this space to tell us anything about yourself that would support your application. (**max 500 words**).

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Referees

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Email address:** | **Email address:** |
| **Relationship to you:** | **Relationship to you:** |

Please list the details of three people who are willing to provide references for you. They should be people who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your referees unless we offer you the position. If you are currently employed, one of the referees should be your most recent employer.

|  |
| --- |
| **Name:** |
| **Email address:** |
| **Relationship to you:** |

Special requirements

Please list below any special requirements or reasonable adjustments that you may have if you are called to interview.

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Verification of information

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| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |

Monitoring

Please state where you saw the post advertised

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| --- |
|  |

Please return your completed application form along with the equal opportunities monitoring form (if you are happy to do so) to **hrteam@christchurchw4.com**