



Application for Employment

Instructions

Please complete every section of this form, even if you are also submitting your Curriculum Vitae.

Your completed application form should be returned to the Director of Human Resources, Memralife Group, 14 Horsted Square, Uckfield, East Sussex. TN22 1QG or emailed to stella.ellwood@memralifegroup.org

Position

Position Applied for:

How did you find out about this position?

If this position is advertised as part-time, what would be your preferred working hours?

Salary Expected: £

Holidays Expected:

Personal Details

Title (Mr/Mrs/Miss/Ms/Other):

Surname:

Forenames:

Preferred Name:

Tel. (Home):

Tel. (Mobile):

Address:

Postcode:

Email:

Do you have a full valid UK driver's licence?

Yes / No

Do you have a car available for use in connection with your work?

Yes / No

Education, Training and Qualifications

Please give details of all educational qualifications you have obtained from school, college, etc

Institution	Subject	Qualification <i>(include grade or class of diploma, degree etc.)</i>	Date obtained

Membership of Professional Institutions/Professional Qualifications

Institution	Subject	Qualification <i>(include grade or class of diploma, degree etc.)</i>	Date obtained

Please give details of any other relevant courses and/or training undertaken or currently being studied for:

Additional Information

Do you possess any other qualities, skills or experience that may be valuable for this position?

What are your strengths?

What are your weaknesses?

In what area(s) will you most contribute to this role?

Please detail any administrative skills you have that may be relevant to this role:

Please detail any software packages of which you have good working knowledge (if applicable).

Please detail any experience you have of leading or managing a team (if applicable).

Please detail any experience you have of working at events or conferences (if applicable).

Statement in support of your application

Please give a brief statement in support of your application, ensuring that information given is relevant to the job description for the position applied for.

Christian Faith

If the job description carries a “Genuine Occupational Requirement” for the position to be filled by a committed Christian, please briefly explain how you became a Christian, which Church you attend, in what ways you are involved in your Church fellowship and what your faith means to you in practice.

Right to work in the UK

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ an individual who does not have permission to work in the UK. Therefore, all offers of employment are made subject to the production of documentary evidence of such permission, eg. passport or other Home Office authorised documentation.

Are you able to provide such documentary evidence?

Yes/No

Health

Are you in good health?

Yes/No

How many days sick leave have you taken in the last 12 months?

Do you have, or have you had, any medical conditions that might affect your ability to fulfil any duties outlined in the job description for this role?

Yes/No

If yes, please provide further details of your condition and any reasonable adjustments that you feel should be considered to enable you to fulfil the duties outlined in the job description for this role:

Criminal Record

All employees of Memralife Group are required to attend events and conferences which may bring them in contact with children. In order to comply with our Child Protection Policy, a successful applicant will therefore be required to apply for an "Enhanced Disclosure" from the Criminal Records Bureau.

A criminal record will not necessarily preclude you from being considered for this post, but you are required to disclose all convictions, cautions, reprimands or final warnings, including those that have become spent.

Have you had a criminal conviction, caution, reprimand or final warning in this or any other country? If yes, please detail:

Yes/No

Do you have a police enquiry or prosecution pending in this or any other country? If yes, please detail:

Yes/No

Has your conduct ever caused or been alleged to cause mental or physical harm to a child or young person or put a child at risk? If yes, please detail:

Yes/No

References

Please provide contact details of two referees (who should not be related to you), one of whom must be your present or most recent employer. If the job description has a “Genuine Occupational Requirement” for the position to be filled by a committed Christian, one of the referees should be your Church leader.

Name:
Relationship to you:
Address:
Telephone No:
Email:
May we contact this referee prior to interview? Yes/No

Name
Relationship to you:
Address:
Telephone No:
Email:
May we contact this referee prior to interview? Yes/No

Availability for Interview

Please indicate any dates or times when you would not be available to attend an interview:

Declaration

I declare that to the best of my knowledge, the information given in this form is true and accurate. I understand that providing false information may result in the termination of any contract of employment offered. I consent to the details supplied on this form being retained by Memralife Group for the purpose of processing my application. I also consent to references and further checks being made with relevant authorities as required..

Signature:

Date:

