

Application Form for the position of Communications and Fundraising Manager

Strictly Private and Confidential

Notes for completing this form:

* Please provide as much detail as possible in each section.
* If you need more space, please use additional pages and attach to the form.
* Please return this form to [catherine@biblesocietyni.co.uk](mailto:catherine@biblesocietyni.co.uk) or to Catherine Little, Bible House, 27 Howard Street, Belfast, BT1 6NB. Please mark your email or letter with Private and Confidential.

General Information Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For internal use)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Telephone Number |  |
| Mobile Number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a current Driving Licence? | Yes |  | No |  |
| Do you have your own vehicle? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any restrictions on your continued employment or residence in the UK? | Yes |  | No |  |
| If yes, please provide details | | | | |

|  |
| --- |
| How did you hear about this vacancy?  If through an advert, please state where |
|  |

|  |  |
| --- | --- |
| If appointed when would you be available to join our team? |  |

|  |
| --- |
| Why do you want to join the team at Bible Society in Northern Ireland? |
|  |

|  |
| --- |
| Have you had any contact with Bible Society in Northern Ireland before?  If yes, please state how. |
|  |

Education and Qualifications

Please provide all qualifications, starting with the most recent

|  |  |
| --- | --- |
| School / College / University | Qualifications:  (Subjects / Grades / Classification) |
|  |  |

Training / Professional Qualifications

|  |  |  |
| --- | --- | --- |
| Date: | Course: | Qualification: |
|  |  |  |

|  |
| --- |
| Membership of Professional Bodies or Associations: |
|  |

Employment Experience

Current or most recent job

|  |  |
| --- | --- |
| Position held |  |
| Dates |  |
| Name and address of employer |  |
| Brief description of duties |  |
| Reason for leaving |  |

Previous jobs (Please start with the most recent and work backwards, continuing on a separate page if necessary)

|  |  |
| --- | --- |
| Position held |  |
| Dates |  |
| Name and address of employer |  |
| Brief description of duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Position held |  |
| Dates |  |
| Name and address of employer |  |
| Brief description of duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Position held |  |
| Dates |  |
| Name and address of employer |  |
| Brief description of duties |  |
| Reason for leaving |  |

Christian life and experience

|  |
| --- |
| Briefly describe the beginning and growth of your faith in Jesus Christ |
|  |

|  |  |
| --- | --- |
| Name of Church |  |
| How long have you attended this church? |  |
| Name of minister / pastor / leader |  |
| What involvement do you have in the life of your church | |
|  | |

Reason for applying

|  |
| --- |
| Please indicate how your experiences, skills, abilities and personal qualities would help you meet the criteria as listed in the job profile and make you a suitable candidate for the role. Please use additional pages as required. |
|  |

References

Please supply the contact details for 2 referees who could be contacted after the selection interviews.

One should be from your current or most recent employer and a second from someone who can comment on your Christian life.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Phone number |  | Phone number |  |
| Email address |  | Email address |  |

Additional information

|  |
| --- |
| Please give details of any convictions for criminal offences, which are not, regarded as “spent” convictions under the Rehabilitation of Offenders (NI) Order 1978 (include nature of offence and sentence) |
|  |

|  |
| --- |
| If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these. |

Personal Declaration

I confirm that I agree with the ethos of the Bible Society in Northern Ireland and the information supplied in this application form is to the best of my knowledge true and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

This document contains sensitive and personal information which will only be used for the purposes of recruitment and selection by the Bible Society in Northern Ireland. Please sign that you agree with this.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |