**files:everyone:Logo - St Marys:STML-logo-small.gifSt. Mary’s Church, Loughton**

**APPLICATION FORM FOR IGNITE COORDINATOR**

Please complete this form by word processing, expanding the boxes, if needed, to fit your content. Please return the form by email. This form contains 7 pages. Thank you.

**Your Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First names:** |  | **Surname:** |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Tel:** |  | **Mobile:** |  |
| **NI Number:** |  |  | |

**Your Education**

|  |  |  |
| --- | --- | --- |
| **School/College/University** | **Dates of attendance** | **Qualifications obtained**  **(with grades)** |
|  |  |  |
|  |  |  |

**Your Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/Last**  **Employer** |  | **Job Title:** |  |
| **Brief description of your role:** |  | | |
| **Date Started:** |  | **Date of leaving:** | (if applicable) |
| **Employer’s**  **Addresss**  **(including email):** |  | | |
| **May we contact them now?** | Yes / No | | |

**Your Previous Employers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employers** | **Job title and brief description of role** | **Start date** | **Leaving Date** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Work Permit**

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| --- |
| ***Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before St. Mary’s can confirm any offer of appointment i.e. Passport, NI card, P45.***  **Are you a UK or EU/EEA Citizen? (Please indicate)** Yes No  ***If not, it is possible that you may not be eligible to work in the UK without a work permit.***  **Please indicate if you will require a work permit.**  Yes No  **If “No” please indicate the basis on which you are eligible to work in the UK. We can only accept applications from people already eligible to work in the UK.** |

**Your Christian Life**

|  |  |
| --- | --- |
| **Please tell us how you became a Christian:** |  |
| **Please tell us how you would describe your relationship with God:** |  |
| **Please list any responsibilities and ministries that you have exercised in your present and previous**  **churches:** |  |

**Your Experience**

|  |  |  |
| --- | --- | --- |
| **Please explain why are you applying for this post:** |  | |
| **Please explain, using examples, from previous employment, volunteering or personal life, how you consider that you meet the person specification required for this role as outlined in the Job Description (try to use a variety of examples where you can):** |  | |
| **Please give some examples of ways in which you have demonstrated your administrative and organisational skills:** |  | |
| **Please give some examples of ways in which you have demonstrated good communication skills with others in a team:** |  | |
| **Having read St Mary’s Safeguarding Policy, what are some key priorities for safeguarding today:** |  | |
| **Please give brief details of your**  **Personal interests, hobbies, etc:** |  | |
| **Please provide any further information you consider relevant to your application (include here any circumstances of which we ought to be aware where special provisions needs to be made for you at interview or in carrying out this role):** |  | |
| **Do you hold a UK driver’s licence (delete as appropriate)?** | Yes / No | Full / Provisional |
| **Do you own a car?** | Yes / No |  |

**References: Please list of three referees (please list the minister of your present church first followed by two others – if you are currently in employment one of them should include your present employer):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1: (Church Minister)** | | | |
| **Name:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Tel:** |  | **Mobile:** |  |
| **Referee 2: (Current or immediate past employer – if appropriate)** | | | |
| **Name:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Tel:** |  | **Mobile:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 3:** | | | |
| **Name:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Tel:** |  | **Mobile:** |  |

***I wish to apply for this post, and affirm that to the best of my knowledge the information on this form is true and accurate. Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected. If appointed, I agree to the necessary security checks (including an enhanced DBS check) being carried out and understand that my appointment is subject to a satisfactory result. St. Mary’s complies with the Data Protection Act 1998 when dealing with personal date. This means your personal data will be processed in accordance with the law and will be kept safe and secure. We will not share it with other organisations without your knowledge, unless required by law to do so.***

***SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |
| --- | --- |
| **Closing Date for Applications:**  Noon on 28 March 2025 | **Please return this form to:**  Amanda Hart  amanda@stmarysloughton.com  or St Mary’s Church Office, 201 High Road  Loughton, IG10 1BB |
| **Interviews to be held:**  3 April 2025 | **If appointed, when would you be available to take up this post?** |

**Supplementary Questions**

|  |  |
| --- | --- |
| **Please state briefly what you believe about the Bible and it’s place in the Christian life.** |  |
| **Please state briefly how you relate to our Church Vision and Values** |  |