***Confidential Record***

* To apply, you must have the right to work in the UK. By completing and submitting this application you confirm you have right to work in the UK. We will require proof of this right before an offer of employment can be confirmed.
* This form must be completed fully and honestly. If not applicable, please write "Not Applicable" in the space provided.
* Applications forms must be typed (not handwritten) and returned by email to [searchteam@causewaycoastvineyard.com](mailto:searchteam@causewaycoastvineyard.com) in either MS Word of pdf format.
* Please also attach a brief CV providing details of your education and career to date.
* The closing date for applications is 5pm, Friday 9th August 2024

|  |  |
| --- | --- |
| **PART 1 – PERSONAL DETAILS** | |
| **Surname:** |  |
| **Forename (s):** |  |
| **Name Usually Known By:** |  |
| **Address for Communication:** |  |
| **Best Contact Number:** |  |
| **Permanent Address (If Different):** |  |
| **Email:** |  |
| **If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state the arrangements which will need to be made for you to be able to attend:** |  |

**PART 2 – EMPLOYMENT HISTORY**

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

|  |  |
| --- | --- |
| **Most Recent Employer/Present Employer** | |
| **Company:** |  |
| **Address:** |  |
| **Employment dates:** |  |
| **Position held and main responsibilities:** |  |
| **Reason for Leaving:** |  |
| **Previous Employer** | |
| **Company:** |  |
| **Address:** |  |
| **Employment dates:** |  |
| **Position held and main responsibilities:** |  |
| **Reason for Leaving:** |  |
| **Previous Employer** | |
| **Company:** |  |
| **Address:** |  |
| **Employment dates:** |  |
| **Position held and main responsibilities:** |  |
| **Reason for Leaving:** |  |

**PART 3 - REFEREES**

**Before we make a formal offer, we would like to take references. Please note that we will not contact these individuals for a reference without confirming with you first.**

|  |  |
| --- | --- |
| **Name of person from whom current /  recent relevant employer’s reference should be sought** | |
| **Name:** |  |
| **Job Title:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

Please supply details of two additional referees. These should be people who know you well, have worked with you and can comment on your suitability for the post but are not members of your family.

|  |  |
| --- | --- |
| **Reference 2** | |
| **Name:** |  |
| **Job Title:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

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| --- | --- |
| **Reference 3** | |
| **Name:** |  |
| **Job Title:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

**PART 4 - CRIMINAL CONVICTIONS**

**Have you ever been convicted of a criminal offence or are there any charges outstanding?**

Please Circle: Yes No

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” (although details of “spent” convictions may need to be disclosed in an application for a criminal background check.  
  
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**PART 5 – WORKING IN THE UK**

**Do you have right to work in the UK?**

Please Circle: Yes No

*Note: the employer will require proof of this right before an offer of employment can be confirmed*

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The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description.

Please fully describe in each of the following sections how you meet the particular skills, experience and qualities sought, giving examples and specifying dates as appropriate.

**PART 6 – RESPONSIBILITIES**

With reference to the job description, please demonstrate that you have the skills and experience required for the post.

**1. Uphold values, create culture and set vision and strategy**

[Delete and add your response]

**2. Lead, inspire and empower**

[Delete and add your response]

**3. Teach in the power of the Holy Spirit**

[Delete and add your response]

**4. Oversee spiritual formation and pastoral care**

[Delete and add your response]

**5. Maintain outward focus and oversee Vineyard Compassion (VC)**

[Delete and add your response]

**6. Manage CCV and VC responsibly**

[Delete and add your response]

**PART 7 – PERSON SPECIFICATION**

With reference to the person specification, please set out how your experience meets the specification for this post and how it could be applied to the role itself. Please be as specific as possible when providing examples with dates where appropriate.

**Qualifications.** Please outline your relevant qualifications across the four requirements. Please note specifics (including dates) of any existing qualifications.

[Delete and add your response]

**Experience and skills – Capability**

[Delete and add your response]

**Experience and skills – Culture**

[Delete and add your response]

**Character / personal**

[Delete and add your response]

**Calling.** Please share your sense of calling to the Senior Pastor role at CCV.

[Delete and add your response]

**Additional information.** Please share any additional information you believe is relevant to this application.

[Delete and add your response if needed]

**PART 8 - DATA PROTECTION ACT 2018**

The new General Data Protection Regulations (GDPR) which took effect on 25th May 2018 means we have changed some of our working practices.

As an organisation we need to collect and hold data about you to enable us to process your job application. The GDPR law places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form below, you have agreed to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act 2018.

**PART 9 - DECLARATION**

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

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Please tick here to give your consent for Causeway Coast Vineyard to hold personal and special data about you to enable us to process your application for employment.

In giving my consent I understand that if I am unsuccessful with my application my data will be destroyed after 1 year.

Signed: ...................................................... Date: ............................................