

## APPLICATION FORM

Please complete this form and return it to:  
Roland Brown, 128 Royal Parade, Eastbourne, BN22 7JY  
or by email to: roland@kingdomwaytrust.org

Please complete this form electronically or print your answers clearly in black pen.

**Position applied for:**

### 1. PERSONAL DETAILS

Name in full:

Home Address:

Phone number:

Mobile number:

Email address

Date of Birth:

Marital status:

### 2. AVAILABILITY

If selected for this post, when would you be available to start?

How long are you available to work with Kingdom Way Trust?

Are you a UK citizen? Yes [ ] No [ ]. If No, are you authorised to work in the UK? Yes [ ] No [ ]

Have you ever been convicted of a criminal offence? Yes [ ] No [ ]

You may attach a current Resumé / CV instead of completing sections 3 and 4 if it covers all the details requested below.

### 3. EDUCATION AND TRAINING

*Please give details of Educational and Professional Qualifications obtained, beginning with the most recent:*

Dates (From – To)	University/School	Qualification and Grades Achieved

### 4. EMPLOYMENT HISTORY

Are you currently employed? Yes [ ] No [ ]

**If Yes, please give details of current employment:**

Employer's name and address:

Employer's phone number and email address:

Date you were employed:

Current salary:

Other benefits:

Reason for considering leaving:

*Please give details of previous employment (continue on a separate sheet if necessary)*

Dates (From – To)	Employer	Details of job content and responsibilities	Reason for leaving

Please list any other relevant skills that you have (e.g. Computer skills).

Do you hold a valid driving licence? Yes [ ] No [ ]

Please list your interests, activities, hobbies, membership of organisations etc. including any positions of responsibility outside of work.

## 5. CHRISTIAN FAITH AND CHURCH LIFE

Kingdom Way Trust is a Christian Organisation. We will serve and respect people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability, never imposing our Christian faith or belief on others. However, we seek to work from a basis of our Christian beliefs and values. This is an essential aspect of what we do, and so it is a genuine occupational requirement that applicants can sign up to our Basis of Beliefs (attached). Are you able to do this? Yes [ ] No [ ]

How are you seeking to live out your Christian faith in your present situation?

### **Church Membership**

Name and address of Church, and Denomination:

Name of Pastor/Minister/Main Leader/Elder:

Phone Number:

Email Address:

How long have you been a member of or attending this church?

What has been your Church involvement? Have you held any positions of leadership?

## 6. REFERENCES

*In addition to contacting your Church Leader / Minister we would like to take up two other references before we invite you to an interview.*

*It is important that neither your character referee or your professional referee belong to your immediate or extended family. References from family members will not be considered acceptable.*

1. **Character reference:** Give the name and address of a friend who has known you for at least three years and who is willing to act as referee:

May we approach this referee without further reference to yourself? Yes [  ] No [  ]

Name:

Address:

Email Address:

Telephone Number:

2. **Professional reference:** Give the name and address of your current or most recent employer or a recent relevant professional referee.

Name:

Address:

Email Address:

Telephone Number:

May we approach this referee without further reference to yourself? Yes [  ] No [  ]

Please tick here if you would prefer no approach be made to your present employer before an offer of employment is made to you. [  ]

## **7. HEALTH**

*Please note that before final acceptance you may be required to have a medical with a qualified practitioner.*

Are you in generally good health?    Good [ ]    Fair [ ]    Poor [ ]

Comments:

Have you suffered from any mental health issues either in the past or currently? If so, please give details.

How many days of leave due to sickness have you had in the past year?

## **8. APPLICATION TO KINGDOM WAY TRUST**

**a) Why to you wish to join KWT and the Hope Woodwork Project in particular?**

**b) Why do you think your background, training and experience equip you for this post?**

**c) What personal qualities do you consider yourself to have which will enable you to excel at this role?**

**d) Please give examples of when you have:**

- i. managed and/or worked with volunteers, and any difficulties you have had to overcome in this. If you are applying for a management position, how would you describe your management style / approach?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- ii. worked with people who are unemployed, recovering from addictions, and/or lacking in self-confidence, lacking initiative, or who lead chaotic lives. How did you cope with this?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- iii. successfully managed a complex situation involving conflict between people.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- iv. been involved in administration, (and if relevant to the position you are applying for, book-keeping and/or business management). How would you rate your skill levels in these areas? Do you enjoy administration?

e) What do you think are your strengths and weaknesses in applying for this particular post?

f) Knowing what you do about KWT, what do you think are the most important principles that the organisation should adhere to in running the Hope Woodwork project?

g) Do you see yourself as a “team player?” Give examples of when and where you have worked in and/or led a team

h) Please rate yourself on the following, on a scale of 1 to 10 where 1 is poor and 10 is excellent (some of these will be more relevant than others depending on the job you are applying for)

	(Poor) <span style="float: right;">(Excellent)</span>									
	1	2	3	4	5	6	7	8	9	10
Tidiness	1	2	3	4	5	6	7	8	9	10
Attention to detail	1	2	3	4	5	6	7	8	9	10
Organisational skills	1	2	3	4	5	6	7	8	9	10
Concentration and Focus	1	2	3	4	5	6	7	8	9	10
Ability to see a task through to completion	1	2	3	4	5	6	7	8	9	10
Ability to relate to people and quickly build rapport	1	2	3	4	5	6	7	8	9	10
Memory	1	2	3	4	5	6	7	8	9	10
Financial management	1	2	3	4	5	6	7	8	9	10
Writing reports	1	2	3	4	5	6	7	8	9	10
Technical skills in woodworking	1	2	3	4	5	6	7	8	9	10
Technical skills in other areas	1	2	3	4	5	6	7	8	9	10



## **9 . OTHER INFORMATION**

Finally, is there anything else you'd like to tell us? If so, please do so here.

## **10 . DECLARATION**

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

Please tell us if there are any dates when you will not be available for interview.

I confirm that to the best of my knowledge all the facts set out in this application are true. I accept that providing deliberately false information could result in my dismissal.

Signed:

Date:

## **Statement of Beliefs**

We believe in:

1. The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the World.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God’s image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God’s eternal Son, the Lord Jesus Christ – born of the virgin Mary, truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross; dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the firstfruit of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the World.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers – given life by the Spirit and endowed with the Spirit’s gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.