



## APPLICATION FORM CONFIDENTIAL

Please read and complete each aspect of this form in detail, using black ink or type –  
CVs will not be considered on their own!

<b>1. JOB DETAILS</b> Post applied for :	
<b>2. PERSONAL DETAILS</b> Title:                      Surname:  First Names: (Underline the name by which you want to be known)	List below any other names by which you have been known:
Address:    Post Code:	Telephone No.:  (Home)  (Mobile)  (Work)  May we contact you at work? Yes / No
E mail address:	National Insurance No.:
Nationality:  Do you need a work permit before you can be employed in this country? Yes / No If yes, please give details:	
If appointed, how soon could you take up the post?	
Do you hold a current UK driving licence? Yes / No	
<i>If you would like us to consider any adjustments in the application/ interview process due to disability please provide this in a covering letter.</i>	

### **3. EDUCATION, TRAINING AND DEVELOPMENT**

Please list your academic and other relevant qualifications, with dates passed, starting with the most recent.

Date (month-year)

Qualifications

*If the post requires specific qualifications you will be required to provide documentary evidence before employment.*

Please describe other relevant learning opportunities e.g. training courses

Date (month-year)

Learning opportunity

*(continue on additional sheet if necessary)*

### **5. PRESENT OR LAST EMPLOYER**

Employer's name and address:

Post held:

Date commenced (and left, if appropriate):

Please give a brief description of your duties and responsibilities:

## 6. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment - start with the most recent first.

<u>Dates</u> (month-year, from-to)	<u>Employer</u>	<u>Duties undertaken</u>
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*(continue on additional sheet if necessary)*

Please give details of any other relevant skills/experience gained outside employment (e.g. through voluntary service):

## 7. REFERENCES

Please give the details of two referees, **one of whom should be your current or most recent employer who can comment on your suitability for this post, and the other a Church Leader**. If you were known by a different name, please also state this.

### Referee 1

Name:

Email:

Position:

Address:

Post Code:

Telephone No.:

In what capacity does this person know you?

**Can we ask for a reference prior to interview?**

**Yes/ No**

### Referee 2

Name:

Email:

Position:

Address:

Post Code:

Telephone No.:

In what capacity does this person know you?

**Can we ask for a reference prior to interview?**

**Yes/ No**

## 8. SUPPORTING INFORMATION

Please detail how you meet the *person specification* for this post, **illustrating with examples** from work, voluntary or life experiences, and stating why you are applying for this job. Please include details of how you actively support the Christian Ethos which The Matrix Trust is founded on.

*Please address each criteria separately below.*

*(continue on additional sheet if necessary)*

Any other information that you think would be helpful to your application. You may wish to attach your CV for this question

*(continue on additional sheet if necessary)*

**9. DECLARATION** I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Your data will be handled in accordance with the Data Protection Act 1998 and GDPR 2018. We will not share your information with any third party organisations except where we are required to do so by law. Full details of our privacy policy can be found on our website: [www.matrixtrust.com](http://www.matrixtrust.com)

**Please return this form to: [hr@matrixtrust.com](mailto:hr@matrixtrust.com)**

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