

**Assistant Leader**

**Application Form**

We are praying that God will guide the right person to us, and us to the right person for this role. As part of our discernment process, please fill out this application form carefully, either electronically, or on paper.

**Part 1: personal information**

Full name:

Address:

Telephone number(s):

Email:

Date of birth:

**Part 2: education and employment history**

Please list any formal qualifications you have, and where and when you obtained them:

**Education:**

**Employment:**

Starting with your present role, outline your employment history (for the last 10 years) with a brief description of responsibilities and reason for leaving. If jobs prior to 10 years ago were of relevance to this application, feel free to include those, too.

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| --- | --- | --- | --- | --- |
| **Company** | **Dates** | **Job Role** | **Description of Responsibilities** | **Reason for Leaving** |
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**Part 3: Christian understanding and experience**

How would you describe your personal journey to faith in Jesus?

What challenges you most about living as a Christian?

How do you maintain your spiritual life?

**Part 4: This job**

What shapes your understanding of church ministry?

What do you see as the key elements of leadership in a church setting?

What experience do you have of working with and leading volunteers?

Personal statement. On a separate piece of paper, or at the end of this document, please state why you think you are suitable for this role, mentioning relevant experience and making particular reference to the job description and person specification. Answers should be limited to one side of A4.

**Part 5: Other information**

Apart from involvement in church and Christian activities, what other interests do you have?

What else would you bring to the St James' by the Park community?

This post is subject to a DBS check. Have you ever been the subject of a police investigation of any kind? If yes, please give details.

Have you ever been convicted of any criminal offense (including any offense that may be “spent” under the rehabilitation of offenders act)? If yes, please give details.

Please give details of any medical conditions you have or have had which might affect or be affected by this role.

If you have any disability or illness, please tell us of any adjustments we may need to make in order to assist you at interview.

**Part 6: References**

Please give names, full addresses, phone numbers and e-mail addresses of 3 people who are willing to act as a referee for you. Please also state how you know them. We anticipate contacting your referees prior to interview – please tell us if this would not be appropriate. At least one of the referees should have seen you work with volunteers, one should be from a mature Christian friend or pastor, and one from your current employer.

**Part 7: Declaration**

I can confirm that to the best of my knowledge, the above information is correct. I accept that providing false information could result in my dismissal.

Signed:

Printed:

Date:

Please return the completed application form including personal statement to Dan Clark by email (dan@stjamesbythepark.org) or post (133 Church Street, Southampton SO15 5LW) by noon on Friday 17th July. Thank you.