

# **JESUS POWER HOUSEMINISTRIES JOB APPLICATION FORM**



**JESUS POWER  
HOUSE  
MINISTRIES**  
*Sustained By the Power of God*

# **Jesus Power House Ministries**

## **Application guide**

This guide is designed to help you with application process. This application form plays an important role in determining whether or not you qualify for the recruitment process. Please read the following information carefully before proceeding further.

### **The Person Specification**

- The person specification contains the experience, knowledge, skills and qualifications that are required. It is important to include these on your application form
- Think of any experience that you have acquired through formal work, community activities, or any informal experience

#### **The Job Description**

- The job description explains the duties that you will be involved in and expected to carry out
- Check if this is the role you are interested in and will you want to pursue as a career

### **Employment History**

- List your work history, start from your most recent employment and write in chronological order.
- Make sure that any gaps in employment are explained with reasons
- Ensure you write the correct dates as requested, i.e employment (from start to finish)

### **Additional Information Sheet**

- Write about your experience that is relevant to the post you are applying for
- Refer to the person specification and job description- you should relate your experience to those. You can refer to formal or informal experience
- Write in a positive manner, show your experience, skills and suitability for the post

### **Ensure that you:**

- Type or hand write your application form clearly using black ink remembering to sign the form
- Email your form to us, or post it back to the address indicated on the form/letter



## PERSONAL DETAILS

<b>POST APPLYING FOR:</b>		<b>Skilled Worker Recruitment</b>					
		<b>Our Ministry and Charity Team</b>					
		<b>Our Ministry Team</b>					
		<b>Our Team of Carers, Cleaners, And Housekeepers</b>					
<b>Title:</b>							
<b>Surname:</b>			<b>First Name(s):</b>				
<b>Address:</b>							
<b>Home tel. number:</b>			<b>Mobile tel. Number:</b>				
<b>Email address:</b>							
<b>Have you applied here before?</b>	YES	NO	<b>If yes specific date/year?</b>				
<b>How did you hear about the Vacancy:</b>							
<b>Next of kin name:</b>				<b>Tel number:</b>			
<b>Next of kin name:</b>				<b>Email:</b>			

Are you available to work with Jesus Power House Ministries	YES		NO	
Have you ever been a subject to disciplinary process by your previous employer?	YES		NO	
If YES, please give details and outcome:				

## EDUCATION/QUALIFICATIONS/TRAINING



Please give details about qualifications gained - continue on a separate sheet where necessary:

EDUCATION / QUALIFICATIONS		
Schools attended	Date	Qualification and Grade

TRAINING (If you have completed any relevant training to this post please give details)		
Training Body and Course details	Date	Qualification achieved

EMPLOYMENT BACKGROUND (please continue on a separate sheet if necessary)

CURRENT / MOST RECENT JOB			
Employer's name and address			
Job Title		Notice required	
Reason for leaving			
Brief Description of Duties			Dates (month & year)
			From To



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### PREVIOUS EMPLOYMENT (PAID AND VOLUNTARY)

Please detail the most recent first. Where there are gaps between jobs please indicate why, for example; continuing education, family, child care, unemployment or travelling. ***Continue on a separate sheet if necessary***

<b>Employer's name and address</b>		<b>Reason for leaving</b>	<b>FOR OFFICE USE ONLY</b>
<b>Job Title</b>			Gap in Employment? Yes      No
<b>Brief Description of Duties :</b>		<b>Dates (month &amp; year)</b>	If Yes, give reason
		<b>From</b>	<b>To</b>

<b>Employer's name and address</b>		<b>Reason for leaving</b>	<b>FOR OFFICE USE ONLY</b>
<b>Job Title</b>			Gap in Employment? Yes      No
<b>Brief Description of Duties :</b>		<b>Dates (month &amp; year)</b>	If Yes, give reason
		<b>From</b>	<b>To</b>

<b>Employer's name and address</b>		<b>Reason for leaving</b>	<b>FOR OFFICE USE ONLY</b>
<b>Job Title</b>			Gap in Employment? Yes      No
<b>Brief Description of Duties :</b>		<b>Dates (month &amp; year)</b>	If Yes, give reason



	From	To	

### REFERENCES:

Please provide us with details of two references, one of which **must** be your present or most recent employer. The other referee will ideally be your most recent previous employer.

If you cannot provide us details of your previous employer, you may substitute it from the person of professional standing (e.g. a lawyer, accountant, doctor, teacher, recognised religious leader) who knows you, either professionally or personally.

**You must not give the names of friends or relatives or colleagues that were not senior to you as referees. All referees will be verified.**

<b>Name :</b>				<b>FOR OFFICE USE ONLY</b>  Date refs sent:  ...../...../20.. Date refs received:  ...../...../201.. Verified by:  ..... Date refs verified:  ...../...../201..
<b>Position :</b>				
<b>Organisation :</b>				
<b>Address :</b>				
<b>Tel Number :</b>		<b>Email:</b>		
<b>Capacity in which they know you:</b>				
<b>May we contact this reference prior to interview?</b>				



<b>Name :</b>				<b>FOR OFFICE USE ONLY</b>
<b>Position :</b>				
<b>Organisation :</b>				
<b>Address :</b>				
<b>Tel Number :</b>		<b>Email:</b>		<b>Date refs sent:</b>  ...../...../201.. <b>Date refs received:</b>  ...../...../201..  <b>Verified by:</b>  .....  <b>Date refs verified:</b>  ...../...../201..
<b>Capacity in which they know you:</b>				
<b>May we contact this reference prior to interview?</b>				

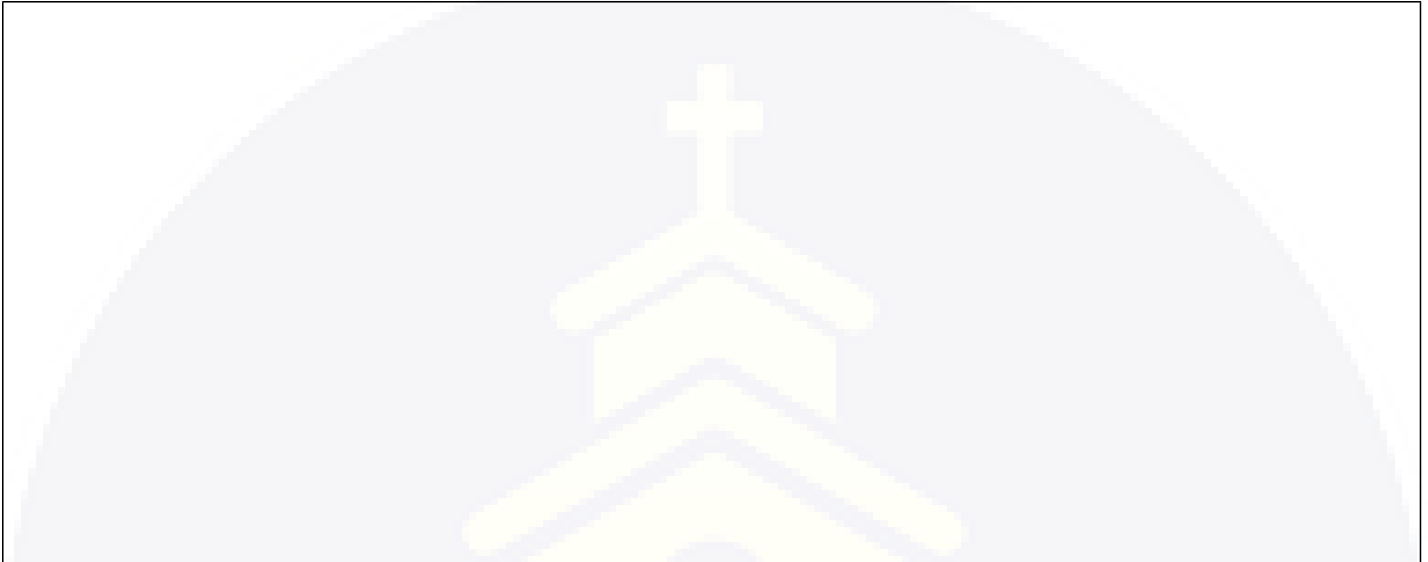


## SHORT LISTING INFORMATION

### Skills and Abilities/ Knowledge & Experience/ Qualities

This is an important part of the application.

Please provide a brief description of how did you overcome a challenge that you handled in work environment or in your personal experience.



### Rehabilitation of Offenders Act 1974

As an organisation assessing applicants' suitability for the roles that are included in Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal records checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all the applicants for positions fairly.

Have you ever been convicted of a criminal offence or received a Police conditional discharge, bind-over, caution, warning or reprimand?	Yes		No	
Have you ever been issued with a Penalty Notice for Disorder?	Yes		No	
If so, what was the offence?	Date:			

You must write a statement on a separate sheet with full explanation of any offence(s).

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application for employment with this company. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any vacancy.



## DECLARATION

**Please read the following statements carefully and tick as you have read them. If you don't understand anything, please ask the team before signing this form. I understand and agree that:**

- ☐ All the information given is true and I understand that any false or misleading information may result in cancellation of my application with Jesus Power House Ministries;
- ☐ The company may make checks to verify the information I have provided;
- ☐ The information I have provided in this application form is confidential and will be handled in line with the Data Protection Act 1998;
- ☐ I consent to processing of sensitive personal data in accordance with Data Protection Act 1998:
- ☐ The company will use the personal information I have provided to decide if I am suitable for the vacancy I have applied for;
- ☐ Until I am employed, Jesus Power House Ministries will not use my personal information for any purpose other than monitoring its own recruitment processes
- ☐ Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal;
- ☐ If my application is unsuccessful, the company will keep only basic information about me and destroy the rest;
- ☐ If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used);
- ☐ I consent to the processing of sensitive personal data as referred to on the front page of this form.

Print Name:	
Signature:	
Date:	



## OFFICE USE ONLY:

Application form assessed by:

Name:	
Position:	
Signature:	

Based on the completed application form, is the person successful to proceed with the interview?	Yes		No	
If 'No', please explain the reason why:				

Make sure a rejection letter is issued and sent to any unsuccessful applicant.

Successful candidates should be invited to the interview and invitation letter needs to be sent out.

Signed:

Date:



**Notes:**

