



TUNBRIDGE WELLS BAPTIST CHURCH

UPPER GROSVENOR ROAD, TUNBRIDGE WELLS, KENT, TN1 2EP

Telephone No: Tunbridge Wells (01892) 541118

Position Applied For: Church Centre Administrator		
Surname:	Title:	First Names: (Underline the name by which you want to be known)
Permanent Address:		Address for correspondence: <i>(if different from permanent address)</i>
Telephone: Day time telephone: <i>(if different)</i> E-mail address:	Mobile:	Telephone:
National Insurance No: Are you required to have a work permit? If so, do you have one?		
Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process		Have you ever been convicted of any offence? Are you currently, or think you may be charged with an offence? Because of the contact that you may have with children and young people, the Church will undertake Police checks as required, currently by way of the Disclosure and Barring Service from the Criminal Records Bureau.

EDUCATION AND TRAINING

Dates From To	Names of Secondary Schools, colleges or Universities attended	Examinations taken and subjects passed

Training – Technical, Professional or Occupational

Dates From To	Type of Training	Subjects Studied	College or Company	Qualification Gained

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CHRISTIAN BACKGROUND AND SERVICE

In order to fulfil the Church's ethos and objectives, it is a Genuine Occupational Requirement that staff members should be able to practise, promote, and uphold Christian values and teaching in their own lives as well as the workplace. All members of staff are expected to confirm their allegiance to a Basis of Faith, a copy of which is attached.

Please state your regular place of worship:

Please provide a brief statement of your Christian beliefs and background, areas of Christian Service and other related activities.

Please continue on a separate sheet if necessary.

What attracted you to apply for this post?

SUPPORTING STATEMENT

Please state concisely why you wish to be considered for this post, including why you are suitable and what positive attributes you could bring, relevant experience and any other factors which you feel are relevant. Please also indicate what you perceive to be your personal strengths and weaknesses.

Please continue on a separate sheet if necessary.

EMPLOYMENT RECORD

Current or latest Employer

Name and Address of current or last employer:

Telephone:

Job Title:

Date of Appointment:

Please list main duties and responsibilities, include any computer / website programmes you are familiar with and any other skills you feel may be beneficial for this post.

Notice Required:

Reason for leaving (if appropriate):

May we contact you at work?

Previous Employment

Please give details of all posts you have held since leaving full time education, with the most recent first.

Date From To	Name of Employer	Position Held	Main Duties	Reason for Leaving

Relevant Voluntary Work undertaken in the last ten years

Date From To	Name of Organisation	Work undertaken

REFERENCES

Please provide details of two people (not relatives) willing to act as referees on your behalf; one should be your present (or last) employer and one from your church minister or someone of similar standing.

Name and Address	Occupation and Telephone Number	Relationship to you (ie Pastor, present/former employer)
1.		
2.		

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DECLARATION

I confirm that the information I have given on this form is correct and complete to the best of my knowledge. I accept that if any information I have given is incorrect, or if information has been knowingly withheld, this may be sufficient grounds for cancelling any agreements made and I may be immediately dismissed.

Signed _____ Date _____

Your personal data is being processed for the use of Tunbridge Wells Baptist Church to maintain their records of those applying for jobs within the church and so that the Church can contact you about the application.

Your personal data will be stored for one year following the closing date of the application, or longer in the event that you are employed by us, or you request your application to be kept on file or legislation requires us to retain it.

You have the right to request from the Data Protection Trustee access to your personal data. You have the right to withdraw consent at any time or lodge a complaint with The Information Commissioner's Office.

The Data Protection Trustee is the Church Secretary, currently Mark Dodd who can be contacted at mark.dodd@twbc.org.uk. Further information can be obtained at twbc.org.uk/about-us/our-privacy-policy/

Please send your completed application form to:

trupti.khristi@twbc.org.uk or to the church office for the attention of Trupti Khristi, or post it to Trupti Khristi, Tunbridge Wells Baptist Church, 12 Upper Grosvenor Road, Tunbridge Wells TN1 2EP

Closing Date for Applications is 1pm Monday 4th September 2024