

Before completing this form, please read the SDAA/SDAT Administrative Secretary job description carefully.

Please note that the British Union Conference **DOES NOT** accept CVs in place of completed application forms.

Please complete the form in black ink or typescript and return to: Executive Secretary, **British Union Conference, Stanborough Park, Watford, WD25 9JZ** or secretariat@adventist.org.uk by the close of business on **Friday 15 February 2019**.

I hereby give consent for the British Union Conference to hold, retain and process personal and sensitive information about me for recruitment purposes and in connection with any employment that I may be offered with the British Union Conference/Scottish Mission.

I declare that the information given on this form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, I will be disqualified from the selection process, an offer of employment may be withdrawn or I may be dismissed from employment with the British Union Conference without notice.

I also agree to a medical examination if an offer of employment is made.

Signature

Date

Personal Details

Male

Female

First name

Title

Preferred name (optional)

Surname

Address

Postcode

Telephone number

Daytime contact

Mobile telephone number

Email address

Eligibility for Employment in the United Kingdom

What is your nationality?

Do you currently have the right to work in the UK?

Yes

No

If a Commonwealth citizen or a foreign national, you must include a copy of your passport which shows that your stay in the UK is free of restrictions.

Absence Record

(a) How many different times have you been absent from work due to ill health over the past year?

Occasions

(b) How many days sickness absence have you accrued over the last year?

Days

For example, if you have been sick on three occasions and the total number of days sick was 12, this would be shown as: (a) 3 Occasions, (b) 12 Days.

References (must be your two most recent employers)

These must be your most recent employers, within the last five years. Please do not give personal references.

Any offer of employment with the British Union Conference will be subject to the receipt of satisfactory references.

(1) Name of referee Position held
Referee's position Date appointed
Company name Salary
Address
 Notice required
 Date left
Telephone Reason for leaving

May we contact this referee now? Yes No

(2) Name of referee Position held
Referee's position Date appointed
Company name Salary
Address
 Notice required
 Date left
Telephone Reason for leaving

May we contact this referee now? Yes No

Please complete this form in black ink or typescript and return to: Executive Secretary, British Union Conference, Stanborough Park, Watford, Hertfordshire, WD25 9JZ or secretariat@adventist.org.uk by the close of business on Friday 15 February 2019.

Please ensure you submit this application together with your Personal Data form.

By completing this form, I give consent to the British Union Conference to hold, retain and process personal and sensitive information about me for recruitment purposes and in connection with any employment that I may be offered with the British Union Conference.

By submission of this form, I declare that the information given on this form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, I may be liable to disqualification from the selection process, an offer of employment may be withdrawn or I may be dismissed from employment with the British Union Conference without notice.

Competencies

It is important that you complete this section with care. Decisions on whether or not to invite applicants for interview will be made solely on the basis of this information. We do not accept CVs in place of application forms.

You will need to give specific examples of your achievement for each of the competencies, continuing on a separate sheet if necessary. Please ensure any additional sheets clearly indicate to which section of the application form they relate and please restrict yourself to a maximum of 300 words for the demonstration of each competency.

Competency Assessment - What you need to do

We are looking for evidence of the qualities you already have or may develop to enable you to carry out the role for which you are applying. Your answers here will be used to decide whether your application will proceed to the next stage. It is important therefore that you think carefully about your answers.

You must give specific examples of what *you* did on a given occasion. Generalisations about your previous responsibilities or those of your group/team will not score well. We need to know what part you played on that occasion.

- Think about each competency in turn and think carefully about the best example that demonstrates your proficiency in this area.
- Try to use examples from situations you found challenging or difficult.
- Wherever possible, use examples from an academic or work setting. If you don't have work-based examples use examples from your social, educational, voluntary, leisure or family life. Examples from settings other than work can be just as relevant.
- Write clearly and concisely. Pay attention to your handwriting, spelling and grammar. If we can't read it, we can't score it. Write in complete sentences, not bullet points. Vague or evasive answers will not score well. Try and keep to the space provided. Extra pages will, however, be scored.
- It is very important that the form is all your own work. If invited to interview you may be questioned on the information provided.

Evidence of Essential Competencies

Technical Skills and Competencies

Planning and Organisation

Evidence of Essential Competencies

Working Effectively with Others – Interpersonal Skills

Listening and Understanding - Communication

Evidence of Essential Competencies

Initiative and Commitment

Work History (continued)

If you have left school and your time since leaving or during the last 10 years (whichever is the shorter period) is not fully accounted for by replies given elsewhere, please account for the remainder here, with dates. Include details of any periods of registered unemployment. (If you have spent any time working abroad, please give details with dates.)

Continue on a separate page if necessary

This Role

Please use this space below to detail how your competence, experience and skills fit you specifically for the role. Explain your interest in this particular role, and in employment with the British Union Conference.