

**STRICTLY CONFIDENTIAL**

Please return completed form to:  
Susan Wood  
Human Resources Co-ordinator  
USPG: Anglicans in World Mission  
200 Great Dover Street  
London SE1 4YB



Tel: 020 7378 5657  
Fax: 020 7378 5650

**APPLICATION FOR POST OF: SENIOR MANAGER – WORKING FOR HEALTH**

The information on this form will help us to assess your suitability for the position and will be used solely for the purposes of selection for the above post. It will be held securely and will not be divulged to anyone outside the organisation. Information on the successful candidate may be held indefinitely. Information on unsuccessful candidates may be held for up to one year. Shortlisting will be done on the basis of the completed application form. If there are any questions that you consider are not relevant to your application or that you would prefer not to answer in writing you are under no obligation to do so.

**TITLE:** Revd/Dr/Mr/Mrs/Ms/Miss      **SURNAME:** (Block letters)

**First Names:**

**Address:**

**Telephone Numbers**

**Home:**

**Work (if we may contact you there):**

**Mobile:**

**E-mail:**

Do you need permission from the UK Border Agency to work in the UK?
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**PRESENT EMPLOYMENT (Describe your present or most recent position)**

DATES	EMPLOYER'S NAME AND NATURE OF BUSINESS	PRESENT POSITION

**DUTIES: Give broad outline of major tasks and responsibilities**

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**Give your reason for considering a change**

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**PREVIOUS EMPLOYMENT**

Please provide employment details (paid and unpaid) listing most recent first and give a brief description of each role.

<b>Employer Name and address</b>	<b>Job Title, brief description of role, and reason for leaving</b>	<b>From</b>	<b>To</b>

**If you have been employed by or applied to USPG before, please give brief details:**

**GENERAL EDUCATION (Full-time schooling only)**

DATES	NAME OF SCHOOL	EXAMINATIONS Subjects taken and results

**FURTHER EDUCATION (University including post-graduate studies, apprenticeship, articleship, correspondence courses, etc)**

DATES	NAME OF COLLEGE, FIRM, INSTITUTE, ETC	NATURE OF COURSE AND QUALIFICATIONS GAINED

Name, address and telephone number of two persons to whom reference can be made, one of whom must be your present or latest employer.

Name:

Name:

Position:

Position:

Address:

Address:

Tel No:

Tel No:

How do you know this referee?

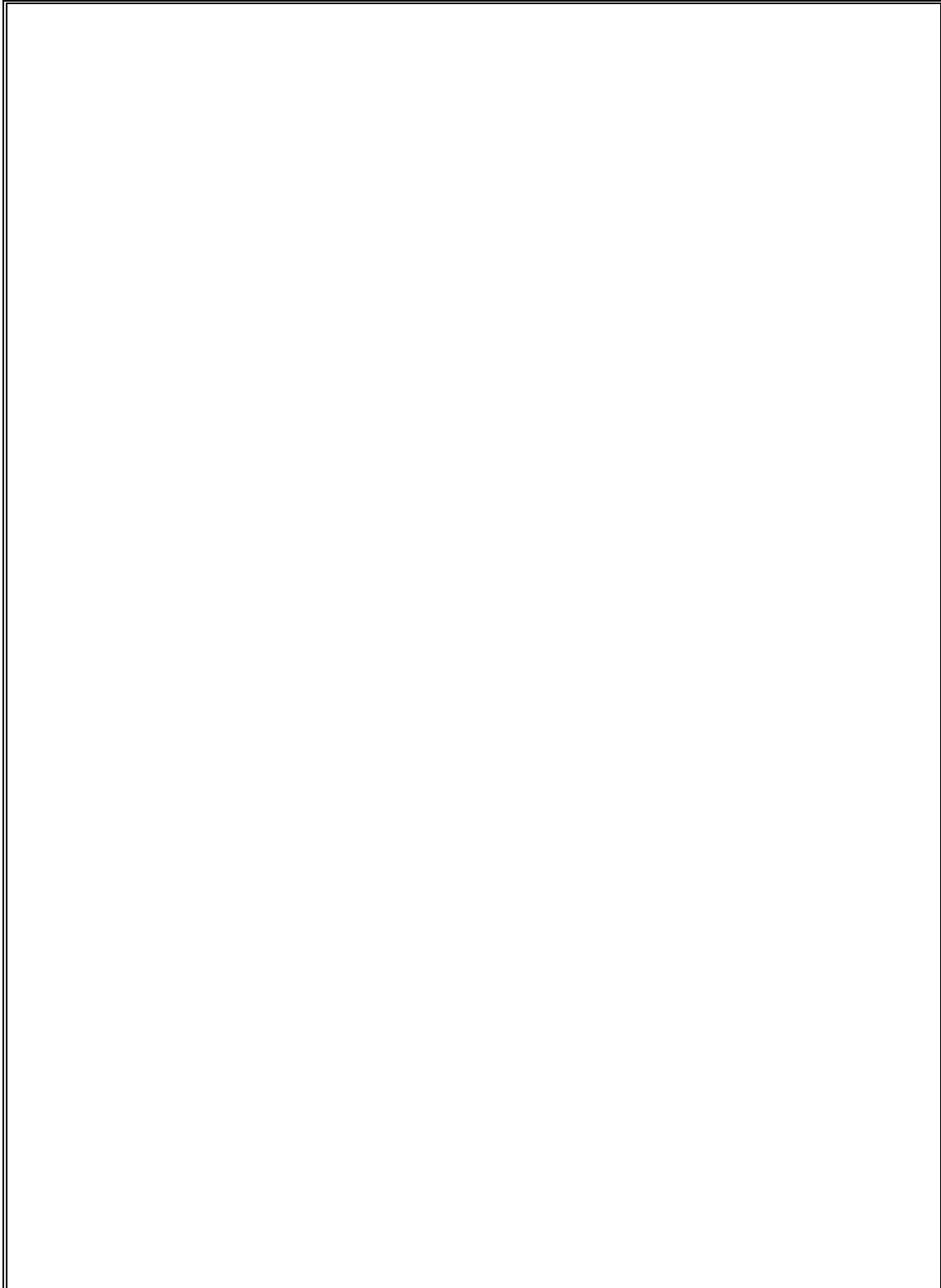
How do you know this referee?

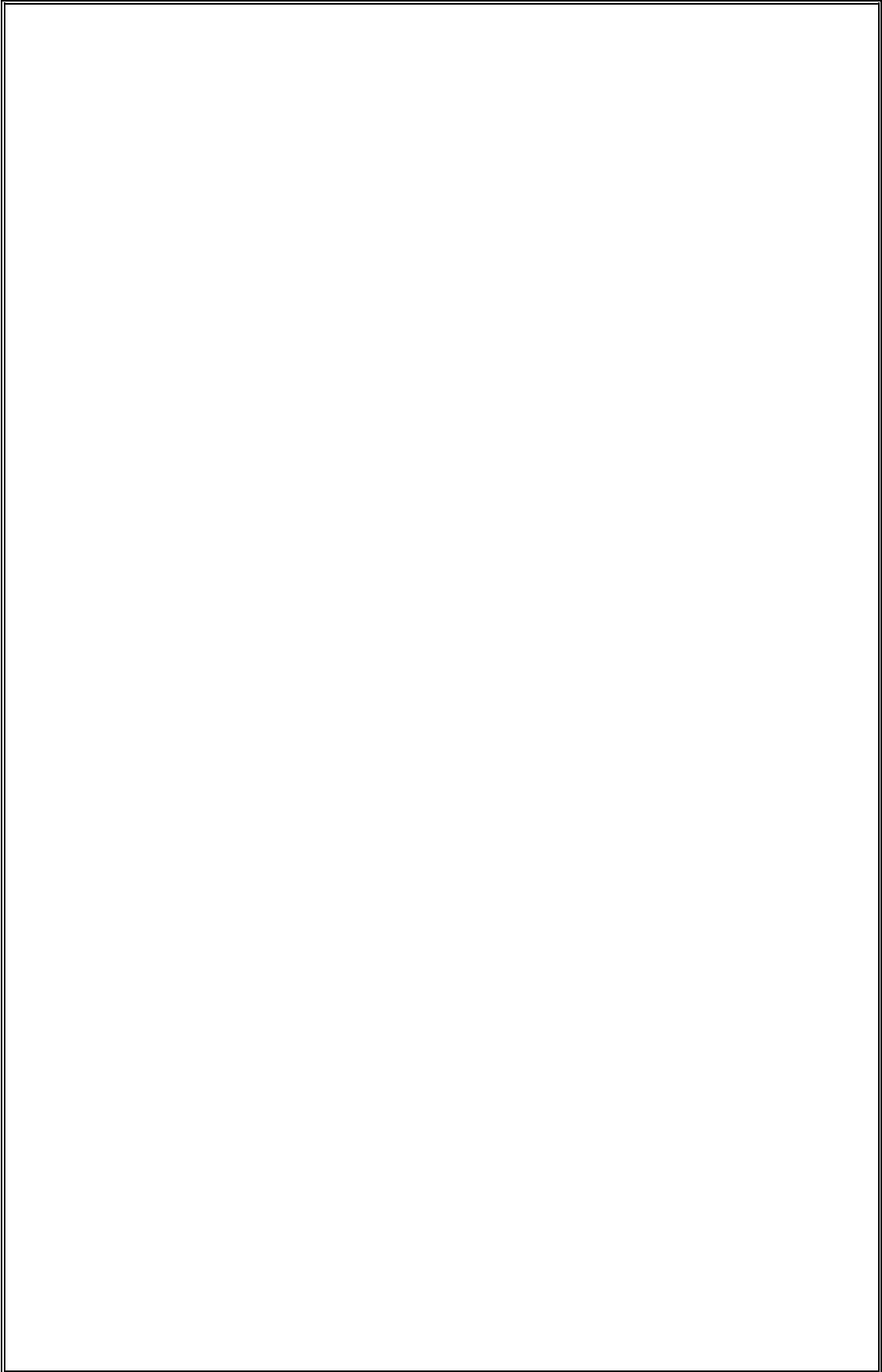
May we contact this referee  
prior to interview: YES/NO

May we contact this referee  
prior to interview: YES/NO

**SUPPORTING STATEMENT**

**Please use this page to state concisely the qualities, skills, experience and achievements you believe will enable you to undertake this post. Please relate your statement specifically to the person specification and job descriptions. Attach additional sheets if necessary. (CVs will not be considered.)**

A large, empty rectangular box with a thin black border, intended for the applicant to write their supporting statement. The box occupies most of the page below the instructions.



Are you a member of any Church or Religious Group? If so which? What activities do you take part in? Include relevant details if ordained.

Do you have a health problem or disability which you consider relevant to your application?

If yes, please specify

Disabled people who meet the criteria in the person specification will be shortlisted for interview. Please contact Susan Wood (details on page 1) separately to tell us if you need us to make particular arrangements for completing the application form, the interview, or any reasonable adjustments that would need to be made to the job or working environment if your application is successful.

**LEISURE ACTIVITIES** What are your interests and hobbies outside your work?

**MOBILITY** Are there any limitations as to where you are prepared to work in the UK or overseas?

Do you own and drive a car?	YES/NO
Do you hold a current driving licence?	YES/NO
Do you have any current endorsements	YES/NO

**AVAILABILITY** If you were offered an appointment, when would you be free to join us?

How did you learn of this vacancy?

#### **DECLARATION**

The facts set out in this application for employment are, to the best of my knowledge, true and complete. A false declaration can result in immediate termination of employment or withdrawal of any offer.

**DATE:**

**SIGNATURE:**

EQUAL OPPORTUNITIES MONITORING FORM

**Strictly Confidential**

**We aim to be an equal opportunity employer and select staff solely on merit irrespective of race, sex, disability, sexuality etc. In order to monitor the effectiveness of our equal opportunity policy we ask all applicants to provide the information below.**

**The information will not be used as part of the selection process itself and will be held confidentially and anonymously, separate from the main body of the application forms, until after the process is completed.**

Post applied for ?:

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Where did you see the post advertised ?:

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1. Are you MALE/FEMALE ?
2. Do you have a disability? YES / NO
3. What is your date of birth ? : ...../...../.....
4. How would you describe your ethnic origin?

**WHITE**

British  Irish  Any other white background

Please specify .....

**MIXED**

White and Black Caribbean  White and Black African  White and Asian

Any other mixed background

Please specify.....

**ASIAN OR ASIAN BRITISH**

Indian  Pakistani  Bangladeshi  Any other Asian Background

Please specify.....

**BLACK OR BLACK BRITISH**

Caribbean African  African  Any other Black Background

Please specify.....

**CHINESE OR OTHER ETHNIC GROUP**

Chinese  Any other Background

Please specify.....