

***CONFIDENTIAL***

**European Christian Mission Britain**

***Staff Application Form***

**Please submit electronically to** **personnel@ecmi.org**

## BACKGROUND INFORMATION

**A1 Last name: First names:**

**A2 Nationality: Date of Birth:**

**A3 Address:**

**Post Code:**

**A4 Tel. No: Daytime: Evening:**

**A5 Email:**

**A6 Please state which role(s) you are applying for:**

**A7 Please tell us how you heard about the role(s) you are applying for:**

**ECM Website** [ ]

**OSCAR** [ ]

**Global Connections** [ ]

**Christian Jobs** [ ]

**Communication from local church** [ ]

**Social media** [ ]

**Other (please specify):** [ ]

**Applicants for a post with ECM Britain will be required to show that they have the necessary aptitude, training and experience relevant to the advertised vacancy. Where there is a Genuine Occupational Requirement for the postholder to be a Christian, applicants should be committed to and able to accept the enclosed ECM Statement of Faith. Where there is no Occupational Requirement, the applicant should sign to indicate whether they are in sympathy with our Christian Ethos.**

**Notes for completing this form:**

**a) Please give as much relevant detail as possible in each section.**

**b) Do not worry about pagination – the form will expand as you type.**

**c) Please supply any relevant information as an attachment.**

**d) The information you provide in completing this application form will be treated in confidence.**

**DECLARATION**

**I confirm that I am fully able to accept/in sympathy\* (delete as appropriate) with the enclosed Statement of Faith and the facts set out in the application are, to the best of my knowledge, true and complete. If my beliefs should change in any way after my application to join ECM has been accepted, I agree to inform the British Director.**

**Signed: Date:**

**Please return your completed form with scans/attachments of any supporting documents by email to Rachel Gurney, HR Assistant at:** **personnel@ecmi.org**

**ECM Britain, Moulton Park Business Centre, Redhouse Road, Northampton, NN3 6AQ**

**Tel: +44 (0) 1604 497603 Web:** [**www.ecmbritain.org**](http://www.ecmbritain.org)

**ECM Britain is a company limited by guarantee, registered in England and Wales Number 3277668.**

**Charity Registration No. 1059464**

**EDUCATION AND TRAINING RECORD**

*Write below (or attach CV, if information below is covered within it)*

**B1 Please give details of your educational qualifications, including place of study, qualification and date:**

**B2 Please give details of other studies and training:**

**B2.1 Professional / occupational**

**B2.2 Biblical / theological / missiological /cross-cultural**

**B2.3 Practical Christian ministry**

**B3 Do you have plans for further studies/ training? Yes/ No**

 **If yes, give details:**

## OCCUPATION AND EMPLOYMENT HISTORY

*Write below (or attach CV, if information below is covered within it)*

**C1 Please write fully about your current occupation – i.e. what you actually do in your work. If you are currently unemployed, please explain briefly.**

**C2 Please give brief details of your previous employment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  | **Dates** | **Nature of work** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**C3 Since you left school, if there are any gaps of more than 6 months which are not covered above, please explain what you did during those times e.g. university gap year**

## IF THERE IS A GENUINE OCCUPATIONAL REQUIREMENT FOR THIS ROLE TO BE FILLED BY A CHRISTIAN, PLEASE COMPLETE SECTION D. IF NOT, PLEASE SKIP TO SECTION E.

## CHRISTIAN LIFE AND EXPERIENCE

**D1 Briefly describe the beginning and growth of your faith in Jesus Christ:**

**D2 How are you seeking to live out your Christian faith in your present circumstances at home, work, church and in your social life?**

**D3 What church(es) have you been affiliated to in the past?**

**D4 To which church do you belong/ attend regularly currently?**

**D5 How long have you worshipped there and in what ways are you involved?**

**D6 Name and address of current minister or other church leader: (if not one of your referees on final page)**

## APPLICATION TO JOIN ECM

**E1 Why do you wish to work with ECM Britain?**

**E2 How do you think your background, training and experience equip you for this post?**

**E3 What would you hope to bring to this role?**

**E4 How and when did you first hear of ECM?**

**E5 Have you served in a position of leadership either in secular or Christian fields? Yes / No**

 **If yes, please give details**

**E6 Do you have any experience of living overseas or working with a charity? Yes / No**

 **If yes, please outline**

## GIFTS, APTITUDES AND MOTIVATION

**F1 Please assess your experience, ability and enjoyment of the following areas:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of Ministry** | **Gift/Skill** | **Experience** | **Ability** | **Enjoyment** |
| **Administration**  | Organisation |  |  |  |
| Secretarial |  |  |  |
| Communication |  |  |  |
| Team work |  |  |  |
| Other e.g. IT |  |  |  |
|  | Finance |  |  |  |

**F2 What would other people say are your main strengths?**

**F3 What would other people say are your main weaknesses?**

## PERSONALITY / CHARACTER AND RELATIONSHIPS

**G1 Please score yourself on a scale of 1-5 (1 = low, 5 = high) for each of the following traits.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Easy to get on with** |  | **Optimistic** |  |
| **Tolerant of others** |  | **Energetic** |  |
| **Patient** |  | **Decisive** |  |
| **Well-Organised** |  | **Self-willed** |  |
| **Conscientious** |  | **Self-disciplined** |  |
| **Takes responsibility** |  | **Shy** |  |
| **Considerate** |  | **Impulsive** |  |
| **Calm under pressure** |  | **Even-tempered** |  |
| **Gifted with initiative** |  | **Prone to worry** |  |
| **Good in a team** |  | **Sociable** |  |
| **Persevering**  |  | **Perfectionist** |  |

**G2 Please give an example of conflict in your life and how you have handled the situation.**

**G3 How do you react to stress?**

**G4 ECM believes strongly in working in teams rather than as individuals. Would you describe yourself as a team person? What is your experience of working in a team?**

## OTHER INFORMATION

**H1 Have you been convicted of fraud, embezzlement or theft or of any other criminal offence within the last 10 years? (Having a criminal record does not necessarily disqualify you from employment).**

**Yes / No**

**If yes, please give details:**

**REFERENCES**

**Please supply the name, address and email of two people from whom we will obtain references. They should know you well. These will be requested prior to interview unless you clearly state otherwise. Any offer of employment would only be made once satisfactory references are received.**

**1 Your present employer**

**2 Your previous employer, a church leader or a friend**

**Please read the ECM Privacy Notice included within the application pack.**

**Please note that all candidates invited for interview will be required to provide evidence of their right to live and work in UK.**