# Executive Assistant - Application Form

Please complete all the information below.

## Personal details

|  |  |
| --- | --- |
| First Name: |  |
| Surname: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| LinkedIn Profile if you have one: |  |

### Your current or most recent employment/voluntary position

|  |  |
| --- | --- |
| Name of employer: |  |
| Organisation: |  |
| Address: |  |
| Email Address: |  |
| Phone Number: |  |
| Job title: |  |
| Dates from-to: |  |
| Reason for leaving: |  |
| Brief description of duties (max. 100 words): |  |

###

### Previous employment/voluntary positions

|  |  |
| --- | --- |
| Name of employer: |  |
| Organisation: |  |
| Address: |  |
| Email Address: |  |
| Phone Number: |  |
| Job title: |  |
| Dates from-to: |  |
| Reason for leaving: |  |
| Brief description of duties (max. 100 words): |  |

|  |  |
| --- | --- |
| Name of employer: |  |
| Organisation: |  |
| Address: |  |
| Email Address: |  |
| Phone Number: |  |
| Job title: |  |
| Dates from-to: |  |
| Reason for leaving: |  |
| Brief description of duties (max. 100 words): |  |

|  |  |
| --- | --- |
| Name of employer: |  |
| Organisation: |  |
| Address: |  |
| Email Address: |  |
| Phone Number: |  |
| Job title: |  |
| Dates from-to: |  |
| Reason for leaving: |  |
| Brief description of duties (max. 100 words): |  |

Please continue on an additional sheet if required.

## Education

|  |
| --- |
| Please give details of places of education you have attended, with dates and qualifications: |
|  |

##

## Training and professional memberships

|  |
| --- |
| Please give details of any training and/or professional memberships that are relevant to this role: |
|  |

##

## Passion and Experience in our Sector

|  |
| --- |
| If you have worked with or supported older people in a professional or personal setting, please describe how: |
|  |

## Faith Journey\*

|  |
| --- |
| Please share how you became a believer and continue as a lifelong follower of Jesus Christ: |
|  |

##

## Basis of Faith\*

|  |
| --- |
| Please confirm that you agree with the Evangelical Alliance’s (and our) [Basis of Faith](https://www.eauk.org/about-us/how-we-work/basis-of-faith) |
| Yes/No  |

## Right to work in the UK

|  |
| --- |
| Are you eligible to work in the UK and have evidence of right to work? Please note, we do not provide Sponsorship.  |
| Yes/No  |

## References

Please give the names and contact details of two people who we can ask to give you a professional reference and comment on your relevant experience, as well as contact details of someone in a leadership position at your church. Please do not put down family members or people you live with as referees. We will take up references once you have been interviewed and provisionally offered the post.

### Professional Referee 1

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone Number: |  |
| How does this person know you? |  |

### Professional Referee 2

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone Number: |  |
| How does this person know you? |  |

### Church Referee

|  |  |
| --- | --- |
| Name: |  |
| Church: |  |
| Address: |  |
| Email: |  |
| Telephone Number: |  |
| How does this person know you? |  |

### Rehabilitation of Offenders Act 1974 – Exemption from s 4(2)

|  |
| --- |
| This position is exempt from the above. You may not withhold information about "spent" convictions. In the event of your ever having been convicted of any offence by a court of law, please give details of the offence(s) with dates on a separate sheet of paper. Any such information will be treated in strictest confidence. Have you ever been convicted of a criminal offence? |
| Yes/No  |

### Disclosure & Barring Service

### This position is subject to a satisfactory Disclosure from the Disclosure & Barring Service. After applying, you will receive contact (usually email) from “DDC”, a company that conducts DBS checks for us.

### Declaration

I confirm that to the best of my knowledge, the information I have provided in my application is correct and I accept that providing deliberately false information could result in my dismissal.

I confirm I have the permission of the referees I have provided on this form to pass their personal details to you.

I understand that my personal data will be processed and stored securely in accordance with the Data Protection Act 2018. I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter in accordance with legislation.

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |

Please email your completed Application Form, along with your CV, and a cover letter detailing your suitability for this role as attachments to info@faithinlaterlife.org with the subject **‘Executive Assistant Application’ by Friday 14th February 2025.**

**Interviews will take place in late February / early March.**

*\*Applicants must be evangelical Christians (This role has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act (2010).). The charity has adopted the Evangelical Alliance Basis of Faith.*