|  |  |  |
| --- | --- | --- |
| SDA Uganda Music Channel - YouTube | **British Union Conference of****Seventh-Day Adventists**Personal Data | **Position:** Receptionist |
|  |
|  |  |
|  |
| Before completing this form, please read the **Job Description** and **Person Specification** carefully.Please note that the British Union Conference (BUC) **DOES NOT** accept CVs in place of completed application forms. However, please do also submit a CV.Please complete the form in black ink or typescript and return to: Mrs Desiré Lewis, BUC Administrative Secretary to Secretariat**, British Union Conference, Stanborough Park, Watford, Hertfordshire, WD25 9JZ or preferably to dlewis@adventist.uk by 15 June 2023.**I hereby give consent for the BUC 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 BUC.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any statement is false or misleading, I will be disqualified from the selection process, an offer of employment may be withdrawn, or I may be dismissed from employment with the BUC without notice. |
| Signature |  | Date |  |  |
|  |
|  | **Personal Details** |  |
|  |
|  | First name |  | Title |  |  |
|  |
|  | Please state if you prefer to be called by an alternative first name |  | 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 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 |  |  |
|  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Download Lower Hutt Sda Church Lower Hutt Sda Church - Seventh Day Adventist  Church PNG Image with No Background - PNGkey.com | **Application for Employment** | **Position:** Receptionist  |
|  |
| Please complete the form in black ink or typescript and return to: Mrs Desiré Lewis, Administrative Secretary to Secretariat **British Union Conference, Stanborough Park, Watford, Hertfordshire, WD25 9JZ or preferably to dlewis@adventist.uk by 15 June 2023.****Please ensure you submit this application and a CV together by post or email.** By completing this form, I give consent to the BUC 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 BUC.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 BUC 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** |  |
|  |  |  |
|  | **Experience and Knowledge** |  |  |
|  |  |  |
|  |  |  |
|  | **Skills** |  |  |
|  |  |  |
|  |  |  |
|  | **Evidence of Essential Competencies** |  |
|  |  |  |
|  | **Personal Qualities** |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Relevant Qualifications** |  |
|  | If specific qualifications have been stated as a requirement for this post, or you feel that a qualification you possess demonstrates one of the required competencies, please complete this section. |  |
|  | **Qualification (High School diploma or equivalent; IT skills; NVQ 3 or equivalent) and description of course** | **Grade/Level Achieved** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
|  | **Work History** |  |
|  | Give details, with dates, of the most recent employment you have had. Please start with your present or most recent employment. |  |
|  | **Dates****From To** | **Name, full address and business of employer** | **Position held and a summary of duties and responsibilities** | **Reason for leaving** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Continue on a separate page if necessary |  |
|  | **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 the space below to detail how your competence, experience and skills fit you specifically for the role. Explain your interest in this role, and in employment with the British Union Conference. |  |
|  |  |  |
|  |