

**Christian Medical Fellowship**

6 Marshalsea Road

LONDON, SE1 1HL

Tel: 020 7234 9660 Email: [recruitment@cmf.org.uk](mailto:recruitment@cmf.org.uk) Web [www.cmf.org.uk](http://www.cmf.org.uk)

**APPLICATION FORM**

**STRICTLY PRIVATE AND CONFIDENTIAL**

This form will be circulated to those interviewing and so we prefer that it is completed in Word and sent back electronically. Please answer the questions as fully as possible, giving examples where appropriate. If you are completing this manually and there is insufficient space for an answer, please use a separate sheet of paper. If you are unable to comment on any area, please say so, and indicate the reason why.

|  |  |
| --- | --- |
| POSITION APPLIED FOR: |  |

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | | | Title |  |
| First name(s) |  | | | | | | |
| Address |  | | | | | | |
| Telephone: |  | | Mobile: | |  | | |
| Email address | |  | | | | | |
| Do you have valid leave to remain and work full time in the UK? (YES/NO) | | | |  | | | |

**VACANCY DETAILS**

|  |  |
| --- | --- |
| Present or most recent salary |  |
| When would you be available to start work? |  |

**EMPLOYMENT HISTORY**

**Current post** (*You are welcome to refer us to your CV for ease)*

|  |  |  |
| --- | --- | --- |
| Current Post Title: | | |
| Employer's Name and Address: | | |
| Date Appointed: | Date Left / Notice Period: | Part Time/Full Time: |
| Reason for Leaving : | | |
| Brief Description of Key Responsibilities and Achievements: | | |

**PREVIOUS EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Please list all your previous jobs in chronological order. Please include all paid and unpaid work and explain any periods you where not employed. *You are welcome to refer us to your CV for ease.* | | | |
| Dates Employed  From & To | Employer's Name | Position Held and Key Responsibilities | Reasons for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATION**

*(You are welcome to refer us to your CV for ease. Continue onto a new sheet if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School, University, College | Degrees, diplomas, or other qualifications |
|  |  |  |  |

**OTHER RELEVANT QUALIFICATIONS OR TRAINING COURSES ATTENDED**

*(You are welcome to refer us to your CV for ease. Continue onto a new sheet if necessary)*

|  |  |
| --- | --- |
| Date | Course /Qualification |
|  |  |

**PERSONAL INTERESTS**

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| --- |
|  |

**CHRISTIAN LIFE AND EXPERIENCE**

Briefly describe how you became a Christian and any experience you may have of Christian work.

|  |
| --- |
|  |

**Church Affiliation**

|  |  |
| --- | --- |
| Name of Church: |  |
| Attended for how long? |  |
| What role do you play in your church? |  |

**SUPPORTING STATEMENT**

You must add a supporting statement outlining why you want to work for CMF in this position and why you consider yourself suitable for the job. Please limit your response to no more than two pages of A4 and **remember to address the job description and person specification giving examples that demonstrate your experience and aptitude**. *You are welcome to submit this separately for ease.*

**REFERENCES**

Please give names and addresses of **three** people who are willing to act as referees, and who have known you for at least the past two years. One should be your current employer, and the other your church minister or leader.

Ideally, we would also like to receive an employer reference by the application date, but this is not essential. Failure to provide an employer reference at this stage will not prejudice your application. The employer reference will be collected after the interview, if you are successful.

|  |  |  |
| --- | --- | --- |
| **Reference 1: Current Employer** | | |
| **Are you willing to supply an employer’s reference before the interview?** | | YES / NO |
| Company Name: | | |
| Referee Name: | | |
| Position Held: | | |
| Company Address: | | |
| Telephone: | E-mail: | |

|  |  |
| --- | --- |
| **Reference 2: Church Pastor/Minister/Leader** | |
| Church Name: | |
| Referee Name: | |
| Position Held: | |
| Church Address: | |
| Telephone: | E-mail: |

|  |  |
| --- | --- |
| **Reference 3: Personal friend** | |
| Referee Name: | |
| Relationship with candidate: | |
| Home Address: | |
| Telephone: | E-mail: |

**DECLARATION**

I hereby confirm that:

* I subscribe fully to CMF’s aims and values;
* I accept and will practice the Ethos Statement of CMF; and
* the facts set out in this application are, to the best of my knowledge, true and complete.

I consent to the use of this information during the recruitment process and during employment, if I am successful.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

Please will you **email** the completed application form to [recruitment@cmf.org.uk](mailto:recruitment@cmf.org.uk) by the application deadline date and time.

If you are unable to email, then please send the completed form to:

**Human Resources**

**Christian Medical Fellowship**

**6 Marshalsea Road**

**LONDON**

**SE1 1HL**

Thank you.