

GAP YEAR Application Form

Section 1. Introduction

Thank you for considering a role with **equip north east**. We take every application seriously and appreciate the time and effort put into it. We believe that every individual is created unique and bears the imprint of God so you can expect us to treat you fairly and with dignity.

We aim to ensure that no applicant or employee receives less favourable treatment on the ground of age, disability, ethnic origin, gender, nationality, marital status, sexual orientation, or race. We will not discriminate unlawfully on the grounds of religion. Our equal opportunities policy goes into this in more depth; please ask if you would like to see it.

Please complete all sections of the form in black ink and in full and return it by the specified closing date, alternatively the form can be emailed to applications@equipnortheast.com by the closing date specified.

If you have a question about this form or Gap Year please email info@equipnortheast.com

Section 2. Personal details

First Name (s): _____

Telephone: _____

Surname: _____

Address: _____

Email: _____

Position applied for: _____

How did you hear about it: _____

Postcode: _____

Are there any changes to the working environment that we may need to make to help you in this role

(If yes please give details)

YES

NO

Details _____

Section 3. The ethos of equip north east.

equip north east. is a partnership of several Christian organisations in the North East and our mission is to equip and resource churches, communities and young people for the task of mission. We have identified that for this post there is a genuine occupational requirement for the role holder to be a committed Christian in accordance with the Employment Equality (Religion & Belief) Regulations 2003. Please answer the following questions to show how you meet this requirement:

How long have you been a Christian?

Do you agree with our statement of faith?

What church do you go to?

What denomination is it?

Please tell us what your current church thinks about you taking part in this Gap year programme:

Tell us a little of your faith Journey and how you get to this point of applying to **equip north east.**

Tell us a little of your gifts and abilities that will be relevant to you in the coming year:

Section 4. Education

Secondary education

School name _____

Date attended from _____

Address _____

Date attended to _____

Qualification

Grade

Qualification

Grade

Further education

School or college name _____ Date attended from _____

Address _____ Date attended to _____

Qualification	Grade	Qualification	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Higher education

College or university

Name _____ Date attended from _____

Address _____ Date attended to _____

Course details and qualification achieved

Section 5. Training

Please list any courses you have completed with the detail below

Date (roughly)	Course name	Qualification (if any)	Course provider
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 6. Work experience

Most recent or current work (paid or voluntary)

Job title _____ Job summary _____

Key achievements

_____ _____

Employer name _____ Address _____

Date from _____ to _____

Reason for leaving _____

Work experience continued . . .

Previous work

Dates	Job title	Job summary
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 7. References

References

Please provide the details of 2 referees who will be approached to complete a reference about you before we accept you onto this programme. We prefer to do this when you are invited to interview, please indicate if you agree to this, otherwise we will pursue references after a conditional job offer.

Title _____ Address _____

First name _____

Surname _____

Email address _____ Telephone _____

Can we approach this referee when you if you are invited to interview? YES NO

Title _____ Address _____

First name _____

Surname _____

Email address _____ Telephone _____

Can we approach this referee when you if you are invited to interview? YES NO

Section 8. Personal profile

Motivation

Describe why you would like to be considered for this GAP year programme with EQUIP NE

Relevant experience

Describe what experiences you have had that makes you ready for this role

Due to the nature of this role a Criminal Records Bureau Check (DBS) is required before a final acceptance onto the programme is made. A criminal record is not necessarily a bar to employment with us, please ask for our policy on the recruitment of ex-offenders for more details. Do you have any spent or unspent criminal convictions? YES NO

(If yes please give the details on a separate sheet of paper)

I confirm that the information given in this application is correct and understand that any misrepresentation or omission may render me liable to dismissal if offered a post.

I authorise **equip north east** to use and store my data, in accordance with the Data Protection Act, for recruitment and employment purposes, to be seen only by those involved in the recruitment and selection process.

Signature _____

Date _____

Equal Opportunities Monitoring

One last thing! In order to monitor how we deliver against our aim of being an equal opportunities employer please tell us the following information. You cannot be identified from it and it is not traced to your application if you send it by post.

This information will be used for statistical analysis and reporting to statutory organisations if requested.

Age _____

Do you consider yourself to have a disability in accordance with the Disability Discrimination Act

Ethnic origin _____

Gender _____

Nationality _____

Marital status _____

Sexual orientation _____

Religion _____