

**APPLICATION FOR THE POST OF SECRETARY**

**CONFIDENTIAL to PBF'S TRUSTEES**

Please complete all sections using supplementary sheets if there is insufficient space

**PERSONAL DETAILS**

Surname.....Mr/Mrs/Miss/Other.....

Forenames.....

Address.....

.....

.....Post Code.....

Telephone No. .... (Daytime)

Telephone No. .... (Evening)

Telephone No. .... (Mobile)

Email address .....

Nationality ..... Do you need a work permit? YES/NO

National Insurance No. ....

Do you hold a clean driving licence? YES/NO If NO, please give details.

.....

Have you ever been declared bankrupt? YES/NO If YES, please give details.

.....

Have you ever had any County Court Judgements registered against you? YES/NO  
If YES, please give details.

.....

Do you have any criminal convictions, spent or otherwise? YES/NO

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**EMPLOYMENT HISTORY**

Please give details, most recent job first

Employer	Position held	Length of service	Reason for leaving
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Please give details of any current paid employment which you intend to continue with in the future

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**CHARITY EXPERIENCE**

Please give details of any involvement you currently have, or have had, in the charity sector (such as administrative roles or trusteeships held)

Charity Involvement	Position held	Length of
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Note: The successful applicant may be required to attend a day’s course in Trust management.**

**FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Although the Fund has agreed a legal definition of “Particular Baptist” (which the Secretary is required to respect) it would be helpful if you could state in your own words what you understand by the term “Particular Baptist” and how you would recognise a Particular Baptist Church as distinct from, say, an Evangelical Baptist Church that was not a Particular Baptist Church.

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**QUALIFICATIONS**

Education/professional studies

Place of study

Qualifications obtained

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**MEMBERSHIP OF PROFESSIONAL BODIES**

Please give details of membership of institutes or other professional bodies.

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**COMPUTER EXPERIENCE**

Please assess your experience in using the following Computer Packages by circling one of the following categories for each package:

MICROSOFT WORD	Excellent	Good	Average	Very Limited	No Experience
MICROSOFT EXCEL	Excellent	Good	Average	Very Limited	No Experience
QUICKBOOKS	Excellent	Good	Average	Very Limited	No Experience

**Please note that a lack of experience in using the above packages will not necessarily be a hindrance to your application as appropriate training will be provided for the successful candidate if the Trustees consider this necessary.**

Please confirm that you are willing to attend training courses (see also under Charity Experience) by circling one option:

YES                      NO

**CHRISTIAN TESTIMONY**

**(Please state on a separate sheet and attach it with your application)**

**PRESENT CHURCH MEMBERSHIP**

Church name and location

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.....

**REFERENCES** (not members of your own family)

Please give the contact details [name, addresses, e-mail, phone number] of two people, one of which should be your present pastor. It would be helpful if you could provide the name of an employer or past employer, but this is not essential.

1.....  
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2.....  
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**DECLARATION**

1. I declare that I uphold the Basis of Faith of the PBF.
2. I declare that to the best of my knowledge the information I have given in this application and any additional sheets is correct. I understand that appointment to this post is conditional on the information being correct and that if I have withheld any information or any information is found to be false, I will be liable to dismissal.
3. If offered the post, I will provide evidence of my date of birth.
4. I understand that if I work from home I will need to have sufficient storage space to accommodate the Fund’s computer equipment, stationery, books and paper records which are contained within one drawer of a filing cabinet plus three or four large cardboard boxes.
5. I hereby consent to the processing of the above data in accordance with current data protection legislation.

**Signature** .....

**Date** .....