



APPLICATION FORM

You've read the info, you've talked about it,
you've prayed about it, now you're going for it!!!

Please complete this form as soon as possible and
return it to:

**Genetik Applications
The Message Trust
Lancaster House
Harper Rd
Sharston
Manchester
M22 4RG***

When we've had chance to process it we'll take up
references and in due course let you know whether
you have been selected for the interview stage.

LIFE & CHURCH

What motivates and excites you:

- What is the name of your church (denomination): _____
- Have you talked to your pastor / vicar about Genetik? **Yes / No**

What are the 2 best things about your church?

What 2 things about your church would you change if you could?

Describe the areas of church life you are / have been actively involved with...

Why do you want to come on Genetik?

What skills and abilities do you have that are relevant to your chosen training track?
(CREATIVE or URBAN)

EMPLOYMENT & EDUCATION

JOB HISTORY: *(Most recent first)*

<i>Type of Work</i>	<i>Position</i>	<i>From</i>	<i>To</i>	<i>Full or Part-time</i>
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- Are you currently in Full Time employment? **Yes / No** (delete as appropriate)
If so, how much notice do you have to give? _____

EDUCATION: *Tell us of any Qualifications or other achievements you may have.*

- Are you currently in Full Time education? **Yes / No** (delete as appropriate)
- If so, when do you complete? _____

Finances:

- Do you have an outstanding student loan? **Yes / No** (delete as appropriate)
- Do you have an outstanding overdraft or card debts? **Yes / No**
- How do you intend to pay for your time on Genetik? _____

Transport:

- Do you hold a: Full driving licence **Yes / No**
Midas minibus certificate **Yes / No**
- Will you be bringing a car for your time on Genetik? **Yes / No**

How did you hear about **Genetik**? _____

Please rate the following characteristics in yourself. ✓ the space which you think best describes yourself. Try to be honest. Don't exaggerate or underscore out of 'humility'. This is not a test with right and wrong answers.

Social Characteristics	- Poor	- Average	- Good	- Excellent	Please comment on your Social Characteristics
Sincerity					
Friendliness					
Generosity					
Tactfulness					
Neatness					
Sense of humour					
Ability to work with others					
Respect by others					
Willingness to apologise					
Willingness to forgive					
Discretion with other sex					

Intellectual Abilities	- Poor	- Average	- Good	- Excellent	Please comment on your Intellectual Abilities
Self-discipline					
Intelligence					
Teachability					
Clarity of verbal expression					
Receptivity to new ideas					
Initiative and Originality					
Ability to plan					
Decision-making					

Practical Attributes	- Poor	- Average	- Good	- Excellent	Please comment on your Practical Attributes
Leadership					
Perseverance					
Punctuality					
Trustworthiness					
Common sense (Judgement)					
Respect for authority					
Financial responsibility					
Teaching ability					
Musical ability					
Sporting ability					
Public speaking ability					
Computer literacy					

Physical & Emotional Attributes	- Poor	- Average	- Good	- Excellent	Please comment on your Physical & Emotional Attributes
General Health					
Energy					
Physical Endurance					
Evenness of temper					
Emotional stability					
Ability to handle stress					
Contentment					
Can be firm					

Other Traits	Never	Rarely	Sometimes	Often	Frequently	Please comment on your Other Traits
Makes snap judgements						
Holds grudges						
Gossips						
Feels inferior						
Feels superior						
Becomes anxious						
Gets depressed						
Gets discouraged						
Gets nervous						
Boisterous						
Flirty						
Inclined to exaggerate						
Domineering						
Rebellious / Argumentative						
Moody / Irritable						
Critical (in a negative way)						
Selfish						
Humble						
Enthusiastic						
Optimistic						
Lazy						
Given to exclusive and absorbing friendships						
Jealous						
Eccentric behaviour						

Spiritual Attributes	- Poor	- Average	- Good	- Excellent	Please comment on your Spiritual Attributes
Maturity					
Zeal for Christ					
Knowledge of Scripture					
Knowledge of doctrine					
Faithfulness in service					
Devotional habits					
Personal witness					
Consistency in testimony					
Evangelistic gifting					

SUMMING UP

- **What are your two greatest strengths?**
 - 1.
 - 2.
- **What are your two greatest weaknesses?**
 - 1.
 - 2.

REFEREES

- Please give us the details of your church leader (we will contact for a reference, please not a family member):

Name: _____

Church: _____

Address: _____

_____ Post Code: _____

Phone: _____ E-mail: _____

- If you are applying for Creative please give us the details of someone who can give us an informed opinion of your experience in your chosen specialism. If you are applying for Urban then please give us the details of someone who can give an informed opinion of your experience of youth work.

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ E-mail: _____

***I have read the information sheets and have completed this form to the best of my ability.
I realise that if accepted on the programme I will need to raise the necessary financial support.***

Signed

Date

The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975)

Due to the nature of the work for which you are applying this position is exempt from the provision of section 4 (II) of The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children/young people within The Message organisation. Any information given will be strictly confidential. A criminal record will not necessarily be a bar to obtaining a position. (See Recruitment of Ex Offenders policy).

A CRB Disclosure will be requested in the event of a successful application. A copy of the CRB Code of Practice is available on request or can be viewed at www.CRB.gov.uk.

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB The disclosure of an offence may not prohibit your appointment)

Yes No

If “YES” please give details including the nature of the offence(es) and dates.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

Yes No

If “YES” please give details and dates.

Has there ever been any cause for concern regarding your conduct with children?

Yes No

If “YES” please give details.

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?

Yes No

If “YES” we will need to discuss this with you.

I confirm that the submitted information is correct and complete. I also consent to further checks being made to the relevant authorities as necessary.

Signed:

Date:

THE MESSAGE TRUST **RECRUITMENT OF EX OFFENDERS POLICY**

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Message Trust complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide a range of candidates, including those with criminal records. We select all applicants for interview based on their skills, qualifications and experience.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at the outset of the recruitment process. We request on the application form that this information is sent under a separate confidential cover to a designated person within The Message Trust and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows The Message Trust to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in The Message Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.