APPLICATION FORM

International Services UK Staff

**STRICTLY PRIVATE AND CONFIDENTIAL**

# **Name:**

# **Position applied for: HR administrator**

# **ABOUT IFES**

**We are a movement of students sharing and living out the good news of Jesus Christ. Locally. Nationally. Globally.**

IFES ministry is supported behind the scenes by International Services based in Malaysia, the UK and the USA.

All applicants for a post with IFES will be required to show that they have the necessary aptitude, training and experience relevant to the advertised vacancy. In addition, all applicants should be in full sympathy with our Christian beliefs and be able to endorse the Doctrinal Basis, included on the last page.

Please return the completed form to the HR Officer by post to the above address, or by email to [hr@ifesworld.org](mailto:hr@ifesworld.org)

**PERSONAL DETAILS**

Title:

Surname:

First name(s):

Address:

Post code:

Home Tel: Work Tel:

Mobile: Skype:

E-mail:

**NATIONALITY**

Do you have permission to work in the UK?

☐ Yes ☐ No

If you are a non-UK national please give details of your visa situation and any time limit:

Are you available for interview in the week advertised?

When could employment commence if offered a post?

**HOME LIFE**

Please list interests, activities, hobbies, membership of organisations, etc.

**APPLICATION TO IFES**

How did you hear about the vacancy? If through an advertisement,   
please state where.

Why do you wish to join IFES?

Why do you think your background, training and experience equip you for this post?

What do you think are your strengths and areas requiring development in applying for this post?

Please add any further information you feel will support this application.

**EDUCATIONAL RECORD**

Please list all schools and colleges/universities which you have attended, giving dates, degrees, diplomas and awards and examinations passed.

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| --- | --- | --- | --- |
| Name of Schools/Universities | Dates attended | Degrees, diplomas and other awards | Examinations passed |
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**OTHER RELEVANT SKILLS**

Computer software packages used:

Foreign languages (please indicate proficiency):

Please list any additional skills:

Do you have a current driving licence?  Yes  No

**EMPLOYMENT RECORD**

CURRENT/LAST EMPLOYER

Address:

Position held:

From: To:

Present/most recent salary: £ pa

Outline of duties and achievements:

Reason why you left/wish to leave:

PREVIOUS EMPLOYER(S)

Name:

Position held:

From: To:

Reason for job change:

Outline of duties and achievements:

Name:

Position held:

From: To:

Reason for job change:

Outline of duties and achievements:

*Please continue on a separate sheet if necessary.*

**REFEREnces**

References will be requested upon a provisional job offer.

**CHRISTIAN LIFE AND EXPERIENCE**

Briefly describe the beginning and growth of your faith in Jesus Christ.

CHURCH AFFILIATION

Name of Church:

Attended for how long?

Name of minister/pastor/leader:

In what ways are you involved in your church? Please give details of responsibilities held (current or previous) if applicable.

How are you seeking to live out your Christian faith in your present circumstances at home, work, church, and among your friends?

**DOCTRINAL BASIS**

The IFES doctrinal basis shall be the central truths of Christianity, as revealed in Scripture, including:

* The unity of the Father, Son and Holy Spirit in the Godhead.
* The sovereignty of God in creation, revelation, redemption and final judgment.
* The divine inspiration and entire trustworthiness of Holy Scripture, as originally given, and its supreme authority in all matters of faith and conduct.
* The universal sinfulness and guilt of all people since the fall, rendering them subject to God's wrath and condemnation.
* Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
* The bodily resurrection of the Lord Jesus Christ from the dead and his ascension to the right hand of God the Father.
* The presence and power of the Holy Spirit in the work of regeneration.
* The justification of the sinner by the grace of God through faith alone.
* The indwelling and work of the Holy Spirit in the believer.
* The one holy universal Church which is the body of Christ and to which all true believers belong.
* The expectation of the personal return of the Lord Jesus Christ.

I hereby subscribe fully to the above principles of faith, the Doctrinal Basis of the International Fellowship of Evangelical Students, and I confirm that the facts set out in the application are, to the best of my knowledge, true and complete.

Signed: Date: