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JOB APPLICATION FORM

Mission Secretary - Communications

Council for World Mission is an equal opportunities employer and is committed to diversity amongst its staff and its members, and does not discriminate in hiring or terms and conditions of employment because of an individual’s race, colour, ancestry or national origin, disability, marital status, sexuality, age or gender. Due to the nature of the work and purpose and ethos of a Christian mission organisation, it is a genuine occupational requirement that the job holder be a Christian.

**General notes:**

* Applications after the closing date will not be considered.
* Receipt of all applications will be acknowledged and applicants will be notified on whether they have been selected for an interview as soon as possible after the closing date.

**Data Protection:**

Any data about you will be held confidentially by CWM and will only be used for recruitment to the position applied, and for employment monitoring purposes. If you are unsuccessful, your application will be destroyed upon completion of the recruitment process and if you are successful, the relevant information will be kept as part of your employee file.

**Application checklist:**

1. Application form
2. Cover letter, please see note below
3. CV

In addition to completing this application form and CV, also write a cover letter of no more than 750 words outlining your motivation for applying and highlighting how your skills, knowledge, experience, theological understanding and other attributes will contribute to advance the mission of CWM.

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| **Surname** |  | **First Name** |  |
| **Full Name**  ***(as stated on your Passport)*** |  | | |
| **Full address** |  | | |
| **Mailing address, if different** |  | | |
| **Daytime Phone No.** |  | | |
| **Mobile Phone No.** |  | | |
| **E-mail address** |  | | |

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| Section 2 – Church Membership | |
| **Name of Denominational Church** |  | |
| **Are you ordained?** | **YES☐ NO☐** | |

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| Section 3 - Educational Background |

*Please list from highest qualification.*

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| --- | --- | --- | --- | --- |
| **Qualification** | **Name of Institution** | **Country** | **From** | **To** |
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**Other course(s) currently pursing (if any)**

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| --- | --- | --- | --- | --- |
| **Qualification** | **Name of Institution** | **Country** | **From** | **To** |
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| Section 4 – Employment History |

*Please start with most recent employment*

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| **Position Held** | **Employing Organisation** | **Country** | **From** | **To** |
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| Section 5 – Current Professional Membership |

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| **Professional Instituition/Body** | **Position Held** |
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| Section 6 – Personal Disclosure | |
| 1. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details: | **YES☐ NO☐** |
| 1. Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details: | **YES☐ NO☐** |
| 1. Have you ever been served with a Garnishee Order by any organisation or been declared a bankrupt? If yes, please give details: | **YES☐ NO☐** |
| 1. Please indicate any considerations that would affect your acceptance of the job |  |

### Section 7 – Character References

*Please note that any job offer is subject to satisfactory references. References will be sought for shortlisted candidates. Please name* ***3*** *referees who have worked closely with you in the last 5 years and who can comment on your leadership ability. One of the references must be your current or most recent employer.*

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| --- | --- | --- | --- | --- |
|  | **Name** | **Email address** | **Relationship** | **Years Known** |
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### Section 8 - Declaration

I hereby declare that all the particulars/information given herein are true and correct and I have not wilfully suppressed any material facts. I hereby give consent to collection, use and disclosure of my personal data by CWM (or its agents) for the purpose of the processing and administration by CWM relating to this attached job application.

**Signed: Date:**

***NOTE****: Any false declaration or withholding of information will render you to disqualification and if appointed, to a discharge – without notice and compensation – and/or appropriate legal proceedings.*