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## Application Form for: Summer Finance Co-ordinator

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Applicants for a post with New Wine will need to show that they have the necessary skills, experience and attributes relevant to the advertised vacancy. All applicants should be committed to New Wine's mission and values and a genuine occupational requirement exists that applicants share the beliefs and ethos of a biblical Christian faith.

Please return to: Debbie Corrigan either by email: [debbie.corrigan@new-wine.org](mailto:debbie.corrigan@new-wine.org) or by post to Debbie Corrigan, New Wine Office, 4a Ridley Avenue London W13 9XW, by **9am on 14<sup>th</sup> May 2019**. Please give as much relevant detail as possible in each section or any sections where you require more space continue on a separate sheet of paper and attach it to the relevant page(s).

### Personal Details

Title	Surname	First name
Address		
	Postcode	
Tel No: Home	Business	Ext.
Mobile	e-mail	<i>Please underline your preferred contact no.</i>
Do you require a work permit?	Yes/No	

Please state any inconvenient interview time

When could employment commence if offered the post?

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**Health** - *If you are appointed you may be asked for further medical information and you may be requested to undergo a medical examination*

Do you regard your health as : Excellent / Good / Fair / Poor?

What is the approximate number of days you spent absent due to illness over the last year?

If the sick leave was lengthy, was there a specific reason? - Yes/No

If yes, please give causes of absence and dates

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**References** - *You will be advised when references are taken up and we will request your permission.*

**Employer Reference**

(Present employer, or past employer if not currently employed, or college tutor / school head if still studying)

Name Title Tel No.

Full Address

**Character Reference**

(Church leader, personal mentor or friend who has known you at least two years)

Name Title Tel No.

Full Address

**Educational Record**

**Secondary School**

School From To

Address

Examinations Passed

**College / University**

School From To

Address

Qualifications Gained

**Additional Qualifications Gained**

School From To

Address

Qualifications Gained

**Attribute evidence – This is a key part of your application:** With reference to the person specification, please provide examples of situations or tasks that you personally have been involved with that demonstrate each of the desired **attributes** for the role. *(Please use separate paper if needed).*

**Relevant Skills** - Please note any skills, training or qualifications relevant to the role.

**Additional information** - Please list your interests, activities, hobbies, membership of organisations, etc. including any positions of responsibility outside work

**Christian Life & Church Affiliation**

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

How are you seeking to live out your faith in present circumstances at home, work and in your social life?

Name of Church

How long have you attended?

Name of Church Leader

Give details of your involvement in your church, including any responsibilities held

**Employment record**

**1. Name and address of present / last employer**

Post Held

From

To

Present Salary £                      pa

Please outline your main duties and responsibilities

Reason you wish to leave / have left

**2. Name and address of previous employer**

Post Held

From

To

Reason for job change

Outline of duties

**Other**

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

Why do you wish to join New Wine?

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

What particular strengths and weaknesses will you bring to this role?

Please add any relevant information that you feel will further support this application

**Declaration**

I confirm that the information set out on this application form is, to the best of my knowledge, true and complete

Signed

Date