# **Application Form**

For the position of

**General Secretary of the Council for World Mission**

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| **Data Protection - Any data about you will be held confidentially by CWM and will only be used for recruitment to the post below, and for employment monitoring purposes, though this data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 12 months and if you are successful, the relevant information will be kept as part of your employee file.** **The Council For World Mission (Ltd) is an equal opportunity employer and does not discriminate in hiring or terms and conditions of employment because of an individual’s race, color, creed, ancestry or national origin, disability, marital status, sexuality, age or gender, except where a reasonable bona fide occupational qualification exists.** |

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| *Please use the space below, adding more pages as necessary****, to describe how your knowledge, skills, abilities (KSAs), theological understanding and other attributes that qualify and make you suitable for appointment to this post in the prescribed sub-headings listed below****. We ask that you limit your answers to no more than 750 words.* |
| 1. **Knowledge, Skills & Abilities (KSAs)**
	1. **General Management Skills**
	2. **People Management Skills**
2. **Theological Understanding/Practice**
3. **Other key attributes (if any)**
 |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied:**  |  | **Date Applied :** |  |
| Name: |  |  |  |  |  |
|  | First Name | Middle Name | Last Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Mobile: |  |
|  |  | Telephone: |  |
|  |  | Email Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Church Membership**[[1]](#footnote-1)**: |  | [ ]   | Lay | [ ]  | Ordained |
|  | **Name of Church** |  |

**Academic Qualifications/Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School/ Institution**  | **From** | **To** | **Course/****Major** | **Highest Qualification Attained****(Certificate /Diploma/Degree, etc. )** |
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**Other Course(s) Currently Pursuing (if any)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School/ Institution** | **From****(mm-yyyy)** | **To****(mm-yyyy)** | **Course/****Major** | **Highest Qualification Attained****(Certificate/ Diploma/ Degree,etc)** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Employment History (start with the latest/present employment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment****(indicate country)** | **From****(mm-yyyy)** | **To****(mm-yyyy)** | **Position Held** | **Reason for leaving** |
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1. **Current professional membership**

|  |  |
| --- | --- |
| **Professional Institution/Body** | **Position Held** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **Personal Disclosure**

|  |  |  |  |
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|  | Have you been discharged or dismissed from the service of your previous employers? If yes, please give details:  | [ ] [ ]  | YesNo |
|  |  |
|  | Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details:  | [ ] [ ]  | YesNo |
|  |  |
|  | Have you ever been served with a Garnishee Order by any organization or been declared a bankrupt? If yes, please give details: | [ ] [ ]  | YesNo |
|  |  |  |

1. **Character Referee *(one of your referees must be your current or most recent employer)***

*Please note that any job offer is subject to satisfactory references. We will only seek references for the successful candidate unless otherwise advised. Please name* ***3*** *referees who have worked with you in the last 5 years and whom we can get in contact with in the event that you are successful in this application.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Email/Contact** | **Relations with Referee** | **Years Known** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. **Declaration**

I hereby declare that all the particulars/information given herein are true and correct and I have not willfully 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 application.

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| --- | --- | --- |
|  |  |  |
| Signature of Applicant |  | 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.

**END**

1. ***Applicants must come from CWM member churches. Please enclose a letter from your General Secretary or other appropriate Church leader certifying your church membership and endorsing your application for this position.***  [↑](#footnote-ref-1)