**Job Application Form**

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| **Job applied for:** |  | Full Time / Part Time |
|  |  | (Please delete as applicable) |

**Personal Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | | |
| First name(s) | |  | | | | |
| Nationality | |  | | | | |
| Current employment | |  | | | | |
| Mailing address | |  | | | | |
|  | | | | | | |
| Home address  If different from above | |  | | | | |
|  | | | | | | |
| Telephone | Home: | | | Work: | | Mobile: |
| Email |  | | | | | |
| Are you required to have a HK work permit/visa? | | | YES | | NO | |
| If yes, please give details including the expiry date of any existing HK work permit/visa | | |  | | | |
| Availability for interview | | |  | | | |
| Where did you hear about this vacancy? | | |  | | | |
| Current or most recent salary | | |  | | | |

**Family Information (optional)**

Viva wishes staff to thrive in their work without putting the welfare of their families at risk. We, therefore, support a healthy work/life balance which allows parents flexibility of working patterns as much as possible.

Please let us know a little about your family circumstances.

|  |  |
| --- | --- |
| Marital Status  Eg: married, divorced, civil partnership |  |
| Number of dependent children |  |

**Languages**

Please detail languages you speak and your standard (F = fluent, W = working, B = basic)

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| --- | --- | --- | --- |
| Language | Written | Spoken | Understood |
|  |  |  |  |
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**Qualifications Gained (Academic & Professional)**

Please summarise the qualifications achieved at school, college, professional & others relevant, adding more rows as necessary.

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| --- | --- | --- |
| Qualification | Grade/Result | Institution |
|  |  |  |
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**Work history – paid and voluntary**

Please list your employers starting with your present or most recent employer, adding more rows as necessary. Indicate if any of the posts were voluntary or overseas. Please indicate salary and benefits on leaving each employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | From / To | Description of Role and Responsibilities | Reason for leaving and salary/benefits on leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Cultural Knowledge & Awareness**

Outline your experiences of working / living with people from other cultures or religions.

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|  |

**Sympathetic to the Christian Faith**

To effectively fulfil our vision and mission all employees must generally support these aims although the degree of commitment required will vary for different posts. The distinctions are related to function as much as to grade.

Viva does not operate an exclusively Christian recruitment policy but does require as a minimum that employees should be sympathetic to the Christian faith. Those who are actively committed to another faith or belief or who are opposed to Christianity will not be offered employment.

It is desirable that all employees should be comfortable and able to engage with the Christian ethos of Viva’s working environment.

Please briefly describe in your own words what you believe to be essential aspects of your personal faith and how you identify with them.

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How do you identify with the Christian faith? What difference has it made to your life?

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| --- |
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**Church Involvement – if any**

Describe your involvement in a Church or other Christian community.

|  |
| --- |
|  |

**Hobbies and Leisure Interests**

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**Skills, experience and reasons for your interest in the role:**

Please refer to the job description and person specification of the job you are applying for. What skills and experience do you have to offer Viva in relation to this job opportunity? What motivates you to apply for this role? Continue on an extra page if necessary.

|  |
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**References**

Please provide two professional references one being your last employer. Also provide two pastoral references, one being from the church you currently attend (if applicable) and another from someone known to you for over six years. **Please indicate if you are willing for us to contact your references at this point.**

# Professional Reference (One to be your current or very recent employer)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Name |  | |
| Job Title |  | | Job Title |  | |
| Company |  | | Company |  | |
| Address |  | | Address |  | |
|  | | |  | | |
|  | | |  | | |
| Email |  | | Email |  | |
| Tel/Fax |  | | Tel/Fax |  | |
| Years known | |  | Years known | |  |
| Permission to contact | | Yes / No | Permission to contact | | Yes / No |
| (Please delete as applicable) | | | (Please delete as applicable) | | |

**Pastoral References** (one to be the pastor of a church you have attended regularly in recent years)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | Name | |  | |
| Occupation | |  | | Occupation | |  | |
| Church | |  | | Church | |  | |
| Address | |  | | Address | |  | |
|  | | | |  | | | |
|  | | | |  | | | |
| Email |  | | | Email |  | | |
| Tel/Fax |  | | | Tel/Fax |  | | |
| Years known | | |  | Years known | | |  |
| Permission to contact | | | Yes / No | Permission to contact | | | Yes / No |
| (Please delete as applicable) | | | | (Please delete as applicable) | | | |

# Data Protection:

|  |  |
| --- | --- |
| We will use the information obtained on this form for personnel purposes only. The information you have given on this application form will be held by Viva. Do you give your consent to this? | YES / NO |
| (Please delete as applicable) | |

## If your application is successful, this form will become part of your personnel record otherwise the information will be destroyed after 12 months.

**EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM**

In order to assist us in the monitoring of our Equal Opportunities policy, you are requested to give us the following information. Completion of this form is voluntary and the information provided will be processed separately from your application and treated in confidence.

**1. Ethnic Group**

Please state your ethnic group: ………………………………….

**2. Gender**

Please state your gender: ………………………………………..

**3. Age**

Please state your age: ...................... years

**4. Disability**

Please state if you: [ ] have a disability [ ] are registered as disabled

**5. Religion**

Please state your religion (if any) .............................................................................

**6. Nationality**

Please state your nationality ......................................................................................

**Our vision**: to see children **safe**, **well** and **fulfilling** their God-given potential.

**Our mission**: to inspire **lasting change** in children’s lives through the power of **collective action**.

**Our faith**: everything we do comes from our faith in and response to Jesus Christ, who calls us to show **unconditional love to all children** (Mark 10:13-16), to **prayerfully work together** in unity (John 17:20-26) and to be **life-giving in all we do** (John 15:12-13).

To effectively fulfil our vision and mission all employees must generally support these aims although the degree of commitment required will vary for different posts. The distinctions are related to function as much as to grade.

Viva does not operate an exclusively Christian recruitment policy but does require as a minimum that employees should be sympathetic to the Christian faith. Those who are actively committed to another faith or belief or who are opposed to Christianity will not be offered employment.

It is desirable that all employees should be comfortable and able to engage with the Christian ethos of Viva’s working environment.

**Declaration**

Due to the focus of Viva, representatives of the ministry may at some time or another be in direct contact with children who are, or have been, at risk. It is for this reason that we require this declaration. See note below\*

|  |  |
| --- | --- |
| Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations?  (N.B. The disclosure of an offence may not prohibit your appointment) | YES / NO |
| (Please delete as applicable) | |

If yes, please give details including the nature of the offence(s) and dates.

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Once accepted onto the team, a check with the Disclosure and Barring Service (or equivalent disclosure service) will be carried out to verify the above. Child Protection forms will also need to be completed and sufficient references obtained.

To the best of my knowledge, the answers to all the above questions are true and correct, and I have not knowingly withheld any information which might in any way affect this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature |  | Date |  |

Please return completed form and curriculum vitae by email to **hr@viva.org**

Alternatively, post your completed form and curriculum vitae to:

**Rob Lilwall, Chairman of the board, Room TA07, 6/F, Woon Lee Commercial Building,   
7-9 Austin Avenue, Tsim Sha Tsui**  
**Tel: +852 3919 5867 |  Web:** [**www.viva.org**](http://www.viva.org)

\* In the UK 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 for which other purposes are “spent” under the provision 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 Viva Network.