

Application form for the role of

Designer &

Communications Assistant

*Full or part time appointment (two-year fixed term)*

**Read the *Application Pack* before filling in this form. Please help us by entering your responses electronically and answering each question fully so that we have as comprehensive a picture of you as possible. Please also submit a curriculum vitae.**

Due to the Christian beliefs embodied in the FIEC Constitution, the Christian ethos of the organisation and the duties involved in this post, there is an Occupational Requirement that the job holder is a practicing Christian regularly attending an evangelical church.

## 1. Your Personal Details

**Full name:** Enter name

**Address:** Enter text

### Contact Information

**Email:** Enter text

**Phone:** Enter text

### 1.2 Citizenship

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (if ‘yes’, please provide details)

Enter text

Are you currently eligible to work in the United Kingdom?

Enter text

Please indicate if you have any unspent convictions as defined by The Rehabilitation of Offenders Act 1974 and as amended by Section 139 of the Legal Aid Sentencing and Punishment of Offenders Act 2012.

Enter text

**Do you hold a full UK driving licence?** Enter text

### 1.3 Interview

Interviews for this role will take place at our offices in Market Harborough on a weekday. In case you are shortlisted for interview, please state below if there are any unsuitable days/times for you to attend (e.g. booked holidays).

Enter text

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

Enter text

## 2. Your Christian Testimony

2.1 – As this role carries an Occupational Requirement for an active Christian, please briefly outline your journey to faith in Christ.

Enter text

2.2 – Please outline how your life demonstrates / reflects your faith in Christ.

Enter text

## 3. Your Home Church and Ministry Experience

3.1 – What is the name of the church where you are currently in membership / regularly attend? How long has this been your regular church?

Enter text

3.2 – Please describe ways in which you have been involved in the life of your church or other ministry.

Enter text

3.3 – Are you aware of any significant breach of fellowship between you and another Christian? If so, please summarise.

Enter text

## 4. Your Skills and Experience

*Please give details of your education and qualifications on your accompanying CV.*

4.1 – With reference to the Job Description and Person Specification in the Application Pack, please outline how you meet the requirements for this role.

Enter text

4.2 – Please provide a link to your online portfolio or examples of your work. We will also accept PDF or image files, but please use a file-sharing service so that your email attachments aren’t too large. If you would prefer, you can send hard copies of your work to the FIEC office (NB. we will not be able to return these).

Enter text

4.3 – What experience do you have with Adobe Creative Cloud and Microsoft 365 apps?

Enter text

4.4 – What is your experience of working in a team?

Enter text

4.5 – There is the possibility of some flexibility within this role in terms of hours and location. What would you be looking for?

Enter text

4.6 – This role requires occasional support at FIEC conferences. How comfortable are you engaging with attendees at these sorts of events?

Enter text

## 5. FIEC

5.1 – What attracts you to working for FIEC in this role?

Enter text

5.2 – In your opinion, what are the positives and challenges facing Christians in our culture?

Enter text

**5.3 – Please read the FIEC Doctrinal Basis, the Statements on Gospel Unity, Women in Ministry, and Same Sex Marriage, and our values statements (these can be found on the FIEC website at** [***fiec.org.uk/beliefs***](https://fiec.org.uk/beliefs)**) and indicate your agreement by signing the following declaration:**

- - -

I accept without reservation the FIEC Doctrinal Basis.

I am willing to work for FIEC knowing that it has statements on *Gospel Unity*, *Women in Ministry,* and *Same Sex Marriage*.

I will seek to serve in line with FIEC's values.

I confirm that, to the best of my knowledge, the above information is correct. I accept that providing deliberately providing false information could result in my dismissal. I also agree to the processing of your personal and sensitive personal data in accordance with the Data Protection Act 2018.

- - -

**Signed:** Enter text

*(electronic signature is fine – you will be asked to sign a paper copy should you be invited for interview)*

**Date:** Enter text

## 6. References

*Please give the names and email addresses of* ***three*** *people (including, if possible, a member of the leadership team in your current church and your current employer), who have known you well in recent years and can be contacted for references. Two of your referees should have known you for at least two years. No approach will be made to your current employer before an offer of employment is made and we will not do so without your explicit consent.*

### Referee 1

**Name:** Enter text

**Company / Church (if relevant):** Enter text

**Position:** Enter text

**Contact address:** Enter text

**Email:** Enter text

### Referee 2

**Name:** Enter text

**Company / Church (if relevant):** Enter text

**Position:** Enter text

**Contact address:** Enter text

**Email:** Enter text

### Referee 3

**Name:** Enter text

**Company / Church (if relevant):** Enter text

**Position:** Enter text

**Contact address:** Enter text

**Email:** Enter text

## Returning this form

Please email your completed application to Jonathan Bennett (Resource Development Manager) via [***HR@fiec.org.uk***](mailto:HR@fiec.org.uk)

The Fellowship of Independent Evangelical Churches

41 The Point, Market Harborough LE16 7QU

01858 434540 – admin@fiec.org.uk

Registered Charity (England & Wales) No 1168037

Charity Registered in Scotland SC047080