



Working with Spinnaker - Information for potential employees and volunteers.

Thank you for requesting an application form to work with Spinnaker Trust. Please read the following information before completing the form so that you are aware of what to expect.

Spinnaker Trust has grown steadily since it was established in 1986, providing quality support to primary schools. We currently visit around 100 primary schools on a regular basis and our school's team are committed Christians with links to the local mainstream Christian community. In serving any school, our aim is to be a Christian witness through word and action, to inspire a generation of primary school children to engage with the Christian faith and explore its beliefs and values.

Every Spinnaker team member is expected to work to the highest professional standards possible, whether they are an employee or volunteer, and this also applies to our support team.

Core values

- We are committed to working with primary age children
- We are committed to personal growth both spiritually and professionally
- We are committed to training and team support

About you

- You will have had experience of working in a similar environment
- You will have the willingness and ability to use and learn systems and software used by Spinnaker
- You will be happy to embrace the Christian culture of the organisation
- You will provide evidence that you can work in UK (e.g. British passport, or a work permit)

Spinnaker Trust Ltd

The Office, Christ Church Chislehurst, 40 Lubbock Road, Chislehurst, BR7 5JJ

Tel: 0203 764 8503 / Email: spinnaker@spinnaker.org.uk

Website: www.spinnaker.org.uk

Registered Company No: 5503977 / Registered Charity No: 1111351

Spinnaker Trust Ltd

Application for employment



Please complete this form and return to:
Spinnaker Trust Ltd, 40 Lubbock Road, Chislehurst, BR7 5JJ
or email to clare@spinnaker.org.uk

1. Information about you

Title:	Surname:
First name: Middle name:	Previous name (if applicable):
Full Address:	Home telephone:
	Mobile telephone:
National Insurance Number (not required if a volunteer):	Email:

3. Asylum and Immigration Act 1996

Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.	
Are you eligible to work in the U.K?	☐ Yes ☐ No
Do you need a work permit/visa?	☐ Yes ☐ No
We will need to see your passport at interview.	

3. Referees

Please give details of three referees, the first of which must be your current or most recent employer. If you have not worked for some time, give the names of people who know about what you can do and who can comment on your ability to do the job. You may wish to give the names of teachers, lecturers, and other professionals (they must not be your relatives).

First Referee

Name:	Full address:
Telephone:	
Email:	Postcode:
What is this person's personal or professional relationship to you? E.g. your minister/manager	

Second Referee

Name:	Full address:
Telephone:	
Email:	Postcode:
What is this person's personal or professional relationship to you?	

Third Referee

Name:	Full address:
Telephone:	
Email:	Postcode:
What is this person's personal or professional relationship to you?	

5. Employment History

Please tell us about the jobs you have done over the past **10 years** (if necessary continue on a clearly marked separate page). Please explain the reason for any breaks in employment dates. If you have not had a paid job before or you have been out of work for some time, please include details of any relevant voluntary work.

Name of organisation you worked for	Your job title	
Full Address	Employed from	to
	Notice Required/Reason for leaving	
Post Code		
Main Duties		

Name of organisation you worked for	Your job title	
Full Address	Employed from	to
	Notice Required/Reason for leaving	
Post Code		
Main Duties		

Name of organisation you worked for	Your job title	
Full Address	Employed from	to
	Notice Required/Reason for leaving	
Post Code		
Main Duties		

6. Education and Training

Please give details of any education or training you have received **which is relevant to the job for which you are applying**. You should tell us what relevant qualifications or certificates you have. Original certificate/s **must** be produced at interview stage if the qualification is necessary to the job you are applying for.

Secondary School(s)	Date From	Date To
Qualifications gained (Including level/grade)		

Further Education (College/University)	Date From	Date To
Qualifications gained (Including level/grade)		

Other Relevant Courses/Qualifications

7. Relevant Experience, Skills and Abilities

Please consider and explain how your experience, skills and abilities make you suitable for this job/voluntary position. These may have been gained through previous jobs, voluntary and/or community work, spare time activities or training. If you have received a person specification for the job you are applying for, please read this before completing this section.

8. Data Protection Act 1998

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for recruitment purposes. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and/or electronically and disposed of after 12 months if your application is unsuccessful.

9. Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form could result in my application being taken no further, an offer of employment being withdrawn, or disciplinary action leading to dismissal being taken (if employment has commenced).

Date:

Signed:

10. Monitoring information

Spinnaker Trust Ltd is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.

Spinnaker is committed to ensuring equality of opportunity to all applicants and employees. To help us monitor how well we are doing, please provide the following information:

Applicant Name:	Job Title:
Gender: ☐ Female ☐ Male	Marital Status:
Date of Birth:	Age:

Disability

Do you have any disabilities that might affect your application? ☐ Yes ☐ No Please tell us if: a) there are any reasonable adjustments we can make to assist you in your application. b) there are any reasonable adjustments we can make to the job itself to help you carry it out.

Ethnic Background

Choose one section from (A) to (E) then tick the appropriate box to indicate your ethnic background.

A) White ☐ British ☐ Irish ☐ Any other White background, please specify:	B) Mixed ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Any other Mixed background, please specify:
C) Asian or Asian British ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Any other Asian background, please specify:	D) Black or Black British ☐ African ☐ Caribbean ☐ Any other Black background, please specify:
E) Chinese or other ethnic group ☐ Chinese ☐ Any other background, please specify:	F) Would prefer not to state ethnicity ☐