



Please complete this form in your own handwriting, giving as many details as possible of your skills and experience as they relate to this position. Continue any section on a separate sheet of paper if there is insufficient room. Return by the published deadline, together with your CV (if available).

Post applied for:	<b>Survey Researcher</b>		Copyright Department
Title: (Mr, Mrs, Ms)		Last name:	
First names:			
Address:			
Contact details	Home tel:		
	Mobile:		
	Email address		
	Daytime tel:		May we use this?
How did you hear about this vacancy?			
Are you a national of the European Union?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If NO, you will need to provide evidence that you have a work permit for the UK if asked for interview
Is there anything concerning your medical history or state of health that is relevant to your application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If YES, please supply details on a separate sheet
Number of sick days taken in past 12 months			
If offered the position, when would you be free to take up the post?			
Why do you wish to join CCLI?			

Any information given on this form will be treated in strict confidence, and no details will be disclosed to persons outside of CCLI without your permission. In the event that your application is not successful, the form will be retained for six months and then destroyed.

**Education and qualifications**  
Please give details of any educational qualifications you have achieved.

Details	Grades

**Please give details of any training courses you have attended:**

Please give details of any training courses you have attended:	Dates

Please provide in this section details of your experience and skills as they relate to the requirements of the advertised post. Alternatively, please put these details in a word-processed document attached to your application.

**General details**  
Please tell us about your interests outside work (eg, church activities, clubs, hobbies, etc.)

## Employment history

Please give details of your employment history, beginning with your current or most recent job. (Continue on a separate page if necessary.)

Employer name and address:

Nature of business:

Position held:

From/To:

Final salary

Duties and responsibilities

Reason for leaving

Employer name and address:

Nature of business:

Position held:

From/To:

Final salary

Main tasks

Reason for leaving

Employer name and address:

Nature of business:

Position held:

From/To:

Final salary

Main tasks

Reason for leaving

The following questions are designed to establish your suitability for a post in our Copyright Department. Please answer all the questions, continuing on a separate sheet if there is insufficient room:

**1. Knowledge and skills**

a) What knowledge do you have of the Christian songs being used in churches and schools?

b) Please give full details of your knowledge of databases, spreadsheets and other computer applications.

c) Describe a time you worked on a project that involved working with data. Give details which explain your involvement in the planning, execution and evaluation of the project.

**2. Problem solving**

a) Give an example of a situation where you have devised and implemented a better way of doing something.

b) When was the last time you had to learn something new, and how did you approach the learning process?

c) Describe a recent challenge – in your personal or work life – and how you successfully dealt with it.

<b>3. Working in a team</b>	
a) Describe a team you've worked in, and give details of the strengths and weaknesses of that team.	
b) What qualities would you bring to the team at CCLI?	
c) How would your friends and/or work colleagues describe you?	
<b>4. Managing yourself</b>	
a) What motivates you at work?	
b) What methods do you use to manage your time effectively?	
c) Describe how you cope with deadlines and pressure.	

References	
Your referees should include your current/last employer, and someone who has known you for at least five years.	
Name	
Address	
Telephone number	
How long have you known this person?	
In what capacity?	
May we approach them for a reference prior to interview?	
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**Declaration:**

I hereby certify that, to the best of my knowledge, all the information contained in this application form and any additional sheets is correct and true. I understand that if I provide false or misleading information, I may be dismissed.

Signed.....Date.....



Christian Copyright Licensing International Limited  
 Chantry House, 22 Upperton Road  
 Eastbourne, East Sussex. BN21 1BF  
 Telephone: (01323) 417711 Fax:(01323) 417722  
 Email: info@ccli.co.uk www.ccli.co.uk