**Intern Programme Application Form**

Please ensure all fields (including the name on the top of each page) are filled in correctly with as much information as possible. Expand the boxes or continue on a separate sheet as necessary. Any partially completed responses will be omitted and could hinder your application. Should you have any questions regarding the internship, or to submit your application, please email Andy Shelton at [andy.shelton@stmarkscoventry.org](mailto:andy.shelton@stmarkscoventry.org)

**Name**:

**Address**:

**Email**:

**Phone**:

**D.O.B**:

|  |
| --- |
| **Work and education:** |
| Which schools/colleges/universities did you attend?  (Please list all applicable in chronological order) |
|  |
| If applicable, what were your GCSE’s or International equivalent?  (Please include your grades) |
|  |
| If applicable, what were your A Levels or International equivalent?  (Please include your grades) |
|  |
| Do you have any other qualifications? |
|  |
| Please list your employment history and your current occupation where applicable. |
|  |
| How are you intending to finance the year? |
|  |

|  |
| --- |
| **Church Life:** |
| Please describe how and when you became a Christian |
|  |
| Which church do you belong to and how long have you been there? |
|  |
| What activities have you been involved in at church? |
|  |
| What has God been working on in your life in the last year? |
|  |

|  |
| --- |
| **Gifting and Abilities:** |
| Which area would you be interested in working with at St Mark’s?  (Children, Students, Worship, Production) |
|  |
| What existing skills do you have in that area |
|  |
| What experience do you have in that area? |
|  |
| What other skills and experience do you have that are relevant to your application? |
|  |
| What makes you come alive? |
|  |

|  |
| --- |
| **Personality and influences:** |
| How would you describe your strengths and weaknesses? |
|  |
| How would you describe your close family relationships? Please comment on your relationship with mother, father, siblings as appropriate |
|  |
| Who else has had a significant impact on your journey of faith? |
|  |

|  |
| --- |
| **Direction:** |
| What attracts you specifically to St Mark’s? |
|  |
| What are the main things that you would like to get from this intern year? |
|  |
| What do you see yourself doing after the intern year? |
|  |

|  |
| --- |
| **Other stuff:** |
| Are there any physical, mental, or emotional health issues that will affect your work as an intern (please note this information is treated in strict confidence) |
|  |
| Please list two referees we can contact **(please let them know we will do this)** along with a contact email and how you are connected with each referee. (One of the referees must be in leadership in your current church) |
|  |

**Terms and conditions - The important stuff!**

1. The 2018/19 Intern programme will run for ten months from September 2018.
2. Interns come to St Mark’s as volunteers rather than employees and the relationship between the church and the Intern is one of mutual trust rather than contract.
3. Interns will not be charged for the Internship nor will they receive financial support from St Mark’s. If an Intern needs to move into the area to take part in the programme, the church will try to give some help to find suitable accommodation but cannot be held responsible for this.
4. Interns will normally be expected to support themselves from part time employment.
5. If not an EU resident the applicant will need to be in possession of any necessary work permits before submitting an application. International applicants will not be considered if relying on a student visa to remain in the UK and will need to arrange all visa permissions by themselves.
6. The Intern will be responsible for finding their own employment in the area. The church will work with the Intern to fit the church work around the employment except that the Intern is required to keep 3.5 days free to work in the church (including Sundays and Tuesdays).
7. Interns will be expected to live within easy travelling distance from the church.
8. Interns will be expected to be fully committed to St Mark’s and the Leadership team for the duration of the Internship which will include regular attendance at Sunday Gatherings.
9. Interns will be asked to sign and comply with a ‘statemen of faith’ and ‘code of conduct’ in order to join the programme
10. The church work will involve varied daytime, evening and weekend hours.
11. Interns will be encouraged to take 20 days holiday (or equivalent hours) during their Internship plus Public Holidays plus the period between Christmas and New Year.