1. **Personal Details:**

| **Surname:** | **Telephone number (Home):** |
| --- | --- |
| **Forenames:** | **Telephone number (Mobile):** |
| **Postal Address:** | **E-mail Address:** |
| **Postcode:** | **NI Number:** |

1. **Are there any Restrictions on you taking up Employment in the UK?**

If Yes, please provide details:

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1. **EDUCATION AND QUALIFICATIONS (STARTING WITH MOST RECENT)**

| **Level**  **(e.g. Degree/GCSE)** | **Subject/ name of course** | **Date achieved** |
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1. **EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
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1. **Other Employment - Please note any other employment that you would continue with if you were to be successful in obtaining this position.**

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1. **Please note here your leisure interests, sports and hobbies, other pastimes etc.**

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1. **References - Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.**

| Name: | Name: |
| --- | --- |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| May we approach the above prior to interview? | May we approach the above prior to interview? |

**Essential Criteria - Please detail you experience under each criteria.**

| **Criteria 1 - Detail how you meet the work experience criteria of having a minimum of 2 years’ experience in working in admin.** |
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| **Criteria 2 - Detail your 5 GCSEs (or equivalent including English/Maths at grade C, or higher)** |
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| **Criteria 3 - Provide details of your skills and abilities in: Office Management, proven ability in teamwork, leadership skills, organisational skills and your level of ability/skills in office-based software)** |
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| **Criteria 4 - Detail your willingness to work within the Christian ethos of the Presbyterian Church in Ireland and the ethos of Wellington Presbyterian Church as described in the application document for this post.** |
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**Desirable Criteria**

| **If applicable, please detail your 2 years’ experience of managing staff/volunteers and experience of managing staff or volunteers.** |
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| **If applicable, please provide details on any relevant managerial or HR qualification.** |
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| **If applicable, please provide any details on your experience on event management or working with financial packages.** |
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**Criminal Record**

| **Please note any criminal convictions except those “spent” under the Rehabilitation of Offenders (Northern Ireland) Order 1978. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records** |
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| **Declaration (Please read this carefully before signing this application.**   1. **I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.** 2. **Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act** 3. **I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that if I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment mat be withdrawn or my employment terminated.**   Signed:  Date: |
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