



**Windsor Baptist Church**  
**Application for the post of**  
**Children's & Family Worker**


**Application deadline**                      **Monday 7 October 2024, 5.00pm**

**Interviews**                                      **Tuesday 22 October 2024 (evening)**

**Notes:**                      No applicant will be shortlisted for an interview unless the application form clearly demonstrates that they meet all the essential criteria.

Windsor Baptist Church reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and desirable criteria.

**Please submit a completed application (saved to PDF format) to:**  
**[office@windsorbaptist.org](mailto:office@windsorbaptist.org) by Monday 7 October, 5.00pm**

*No extensions will be offered.*

*Applications received after this time will not be considered.*

If you wish to post a hard copy, please do so well in advance to arrive by the deadline using the postal address: FAO JOB APPLICATIONS – The Majestic, the home of Windsor Baptist Church, 208-212 Lisburn Road, Belfast BT9 6GD

**Please complete in black ink.**



**Windsor Baptist Church**  
**Application for the post of**  
**Part-time Children's Worker**

**Surname**

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**Forename(s)**

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**Name usually known by**

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**Address**

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**Postcode**

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**Telephone No.**

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**Mobile No.**

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**Email**

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**Do you hold a current full  
driving licence valid in  
the UK?**

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**Do you have access to a  
car, or a form of  
transport which will  
enable you to undertake  
the duties of this post?**

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**Do you have, or have you  
had any medical  
conditions that might  
affect your performance  
in undertaking the post  
being applied for?**

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## APPLICANT INFORMATION

Name and Address of present / most recent Employer	Job Title/s Grade/Position	From		To		REASON FOR LEAVING
		Month	Year	Month	Year	

## EMPLOYMENT HISTORY

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

## CURRENT / MOST RECENT ROLE

**Please detail your main duties and responsibilities in your current / most recent role.**

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## REFERENCES

**May we approach your present/most recent employer for a reference if we are considering you for an appointment?** *(Note: approaches will not be made to current employers before the issue of an offer of employment, subject to receipt of satisfactory references)*

YES

NO

**If you answered "no", please give the reason:-**

Name:

Job Title:

Mobile Number:

Email:

**Please supply details of TWO additional referees.** *These should be people who know you well and could comment on your suitability for this particular post but are not members of your family. At least one of the referees should be a leader in the church you regularly attend, who can comment upon your Christian walk.*

### **REFEREE ONE (CHURCH LEADER)**

Name:

Job Title:

Mobile Number:

Email Address:

### **REFEREE TWO**

Name:

Job Title:

Mobile Number:

Email Address:

## CRIMINAL CONVICTIONS / WORKING IN REGULATED ACTIVITY

**Have you ever been convicted of a criminal offence or are there any charges outstanding?**

YES

NO

**If so, please give full details.** *You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are "spent" (although details of "spent" convictions may need to be disclosed in an application for a criminal background check, if applicable to the role).*

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This role requires the post-holder to work in "Regulated Activity", which is any activity that a person working in Northern Ireland must not do if they have been barred by the Disclosure & Barring Service (DBS) from working with children or adults. It is an offence for a barred person to apply to work in Regulated Activity.

Having a criminal record will not necessarily debar you from working with us. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained in a disclosure certificate. A copy of our Recruitment of Ex-Offenders Policy and Policy on Secure Handling, Use, Storage and Retention of Disclosure Information is available upon request.

**Is there any reason why you cannot work in Regulated Activity?**

YES

NO

**Do you have the right to work in the UK?** *Note: the employer will require proof of this right before an offer of employment can be confirmed.*

YES

NO

**The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description (enclosed with the recruitment pack).**

Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil all of the essential criteria will not be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

## ESSENTIAL CRITERIA

**With reference to the person specification, please explain below how you meet the following essential criteria, giving examples and dates where appropriate.**

### QUALIFICATIONS

**1 – 5 x GCSEs (or equivalent) at Grade C or above.**

### EXPERIENCE & KNOWLEDGE

**1 – Two years experience, in a paid or voluntary capacity, in children's work (0-11s) in a church context, showing a pastoral heart and passion for children's ministry.**

**2 – Demonstrates a clear understanding of and commitment to the needs of children (0-11s) and their families.**



**3 – Experience in leading, training and developing people within a church context.**

**4 – Experience in providing pastoral care to children (0-11s) and their families.**

**5 – Experience of managing a budget.**

**SKILLS**

**1 – Excellent communication, organisational and prioritisation skills.**

**2 – Strategic thinker with a clear vision.**

**3 – Able to work on own initiative, while working at part of a leadership team to inspire, equip and lead others.**

**4 – Able to teach and engage children (0-11s).**

**5 – Able to relate to people from a diverse range of backgrounds.**

**6 – Pastoral skills.**

PERSONAL/CHARACTER

**1 – Evangelical Christian commitment.**

**2 – Demonstrates a growing faith in Jesus and dependence on the Holy Spirit.**

**3 – Agree with the doctrinal beliefs of the church and a willingness to work within the ethos of the church (see our WBC Constitution).**

**4 – Views the role as a calling.**

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## DESIRABLE CRITERIA

Please explain how you meet the desirable criteria in each of the following categories, giving examples and dates where appropriate.

### QUALIFICATIONS

### EXPERIENCE & KNOWLEDGE

**SKILLS**

**PERSONAL/CHARACTER**

## DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your employment application. The personal information that you give us will also be used confidentially to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), per the principles set out in Data Protection Legislation

## DECLARATION

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully suppressed any material fact, I will be liable to either disqualification or, if appointed, dismissal.

I consent to the personal data contained in this application form being processed per the data protection statement above.

Signed:

Date:

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