



This form should be completed using type or black ink, signed and returned to arrive by Friday November 22nd 2024 to:

Rev. Ross Wilson (Rector)
St John's Orangefield Church of Ireland
Belfast
BT5 6AB

Only information provided on this application form will be considered by the panel. Please do not send your CV or additional information with this application form (except additional sheets for specific answers as shown).

Application Form for Under 18s Ministry Coordinator

Section 1 – Personal details

Surname:

Forename(s):

Gender: Male Female

Date of birth:

Address:

Telephone Number(s):

Email:

Are there any restrictions on your residence or employment in the UK: Yes No
(If yes – please give details)

Do you hold a driver's licence: Yes No Full Provisional

Do you/will you have use of a vehicle: Yes No Car Motorbike



Section 2 – Employment history

Please enter details of current or most recent job

Name and address of Employer:	Job held and brief details of responsibilities and main achievements:	Current or last salary and reason for leaving:	Start date:	End date:
Period of notice required by present employer:				

Previous employment/voluntary work. Please start with the most recent and work backwards:

Name and address of Employer:	Job held and brief details of responsibilities and main achievements:	Reason for leaving:	Start date:	End date:



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Explanation of any gaps in employment. Please give a full and detailed explanation for any gaps in your employment history since you left school:



Section 3 – Education, Qualifications & Training

Please enter details of your education and qualifications. Please note that you may be required to bring original documents as proof of qualifications if selected for interview.

Name of School, College, University:	Exams passed and qualifications gained, with grades:

Please give details of all other relevant training or qualifications which you have received:

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Why have you applied for this job?

Section 5 – Under 18s ministry

Can you demonstrate experience of working with under 18s - and young people in particular - in either a paid or voluntary capacity?

What lessons have you learned from these previous experiences of working with under 18s - and young people in particular?



Can you outline your experience of managing a team of volunteers, or of working in a team of volunteers? What do you think are the main issues to be aware of when mobilising such teams?

Please review the Person Specifications for this role (provided in your application pack) and state how you meet the requirements, where not covered in previous answers (if you wish please continue on another sheet):



Is there anything else you wish to include here in support of your application?

Section 6 – References

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager. If you're not in employment, please supply the name of your most recent employer or an academic reference (for example from a tutor or teacher). The other should have known you for at least two years, be no relation, and be able to give a reference with regard to you having worked with under 18s and their families. He or she should also be able to comment on your ability to work in a church context and evidence of your Christian faith. Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application

Current / Last Employment:

Name:

Position:

Address:

Telephone No.:

Email:

If you have an objection to us contacting your employer for a reference please give details:



Person who can give a reference with regard to you having worked with children and families, your ability to work in a church context and evidence of your Christian faith:

Name:

Address:

Telephone No.:

Email:

Please note that as well as this application form, references and an interview, if you are shortlisted for this post you will also be required to give a short presentation suitable for children and families. Details will be included in any invitation for interview.

Section 7 – Declarations

If you have a disability and there are any special arrangements, which need to be made should you be shortlisted for interview, please let us know of these below:

I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct and understand that any misleading statement or deliberate omission may result in my dismissal and claim for damages.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

I have read, filled in, signed and returned the statement of commitment to safeguarding children, young people and vulnerable adults.

This post is subject to an enhanced access NI check in line with the Church of Ireland's 'Safeguarding Trust' policy. In signing the declaration below you agree to this procedure being carried out on appointment:

Signed:

Date: