**West Church Bangor Presbyterian Church**

**APPLICATION FOR EMPLOYMENT**

**POSITION: CHILDREN’ WORKER**

 *Please complete the following by typing or in black ink and use additional sheets if more space is required.*

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| --- |
| Title: |
| Surname: |
| Forename(s): |
| Address:Postcode:E-mail address |
| Telephone Number (Home) (Mobile) |
| Current driving licence? Yes/NoDetails of any endorsements: |
| National Insurance Number: |
| Are there any restrictions on you taking up work in the NI? Yes/No(If yes please provide details) |
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**QUALIFICATIONS ACHIEVED** *(starting with the highest level)*

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| --- | --- | --- | --- |
| **Qualification**  | **Details of subjects studied** | **Date qualification gained** | **University or College** |
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# EMPLOYMENT HISTORY (Applicants must complete this section, starting with their current or most recent employment giving reasons for any gaps in employment. Please complete in full using a separate sheet if necessary).

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| --- | --- | --- | --- | --- |
| Name & Address of employer | Start and finish dates | Job Title & Duties | Salary onleaving | Reason for leaving |
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# REFERENCES

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| Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. Please note since you are applying for a post which requires unsupervised access to vulnerable adults, we reserve the right to approach any past employer for a reference. |
| 1. | Name: | 2. | Name: |
|  | Position: |  | Position: |
|  | Organisation: |  | Organisation: |
|  | Address:Postcode: |  | Address:Postcode: |
|  | Tel No. |  | Tel No. |
|  | May we approach the above prior to interview? Yes/No |  | May we approach the above prior to interview? Yes/No |

**ELIGIBIITY CRITERIA**

# 1. BELIEFS

a) Do you agree to work within the ethos of the Presbyterian Church in Ireland and the particular ethos of West Presbyterian Church as described in its aims and values?

 YES/NO (delete as appropriate)

b) Of which local church are you currently a member?

**2. EXPERIENCE**

a) Please provide evidence that you meet the following essential criteria

* Third level Degree or equivalent. Where this level of qualification is not held, demonstrated experience in this field of activity may be deemed equivalent.
* A minimum of 3 years’ experience in working with children and families in either a paid or volunteer role;
* Experience in coordinating and leading programmes and activities for children;
* Experience in leading teams of volunteers; and
* A working knowledge of current issues that affect children and their families.

b) Please provide evidence that you meet the following desirable criteria

* A relevant qualification or training linked to children’s work;
* Previous paid experience in working with children;
* Good ICT skills and the ability to manage social media; and
* A working knowledge of safeguarding practices and procedures.

3. **KEY COMPETENCES**

 Using examples from your own direct experience, please demonstrate

1. What excites you most about children’s ministry, and why do you feel called to work with children aged 0-11?
2. Describe your experience in teaching and engaging children. What methods or approaches do you use to make learning meaningful and fun?
3. How do you maintain and demonstrate spiritual maturity in your daily life and work? Can you provide an example of how your faith has guided your actions in a challenging situation?
4. Give an example of a time when you used your communication, organizational, or administrative skills to successfully plan or deliver an activity or event. What was the outcome?
5. How do you balance working independently and being part of a team? Can you share an example where you inspired or equipped others to lead?

**GENERAL COMMENTS**

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| Please detail here your reasons for this application and the strengths you would bring to this post. Please detail how your knowledge, skills and experiences meet the requirements of this role, as summarised in the person specification, which were not covered in previous questions. |

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

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| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.In addition, **you are required** to submit to an AccessNI check. Any disclosure made by the Access NI will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)If YES, please give details |

**SPECIAL REQUIREMENTS (CARE SECTOR)**

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| Because this position may involve engaging with young people or vulnerable adults, employment is dependent on the following:1. Your written consent to obtaining a standard/enhanced disclosure certificate from the Criminal Records Bureau/ Access NI or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
2. Such disclosure being acceptable to us.
3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references.
5. That you will supply a photograph of yourself for retention in our records.

6) Evidence of physical or mental suitability for your work. |

**DECLARATION (Please read carefully before signing this application)**

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| 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 right 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 my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Access NI for a standard or enhanced (as appropriate) disclosure/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed:Date: |