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| WILLOWFIELD Parish Community Association  Application Form  **JOB TITLE: Children’s Worker – Part time 30 hours per week**  **CLOSING DATE:** Friday 31 January 2025 at 5pm  **INTERVIEWS: Thursday 13 February 2025** (evening) | A logo with black text  Description automatically generated |

**NOTES:**

**- CVs will not be accepted.**

- Only applications containing all the information which has been sought will be considered.  
- Application forms should be returned to the General Manager, Heather Purdy – [**heather@wpcabelfast.co.uk**](mailto:heather@wpcabelfast.co.uk) (email only)

Please complete in black ink.

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| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| **Surname**: |  | | | | **First Name:** | |  | | | | | | | | | **Title :** | | |  | | |
| **Middle Name(s):** | | |  | | | **Previous Surname/s (if any):** | | |  | | | | | | | | | | | | |
| **Correspondence Address:** | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | | | | |  | | | | | | | |
| **Contact Number:** | | |  | | | **Mobile Number:** | |  | | | | | | | | | | | | | |
| **Email Address:** | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | **National Insurance No. :** | | | | |  |  |  |  | |  | |  |  | |  |  |

Do you hold a current full driving license valid in the UK? ☐ Yes ☐ No

If required, do you have access to a car, or a form of transport ☐ Yes ☐ No

which will enable you to undertake the duties of this post?

Please name two referees (not relatives) at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity.

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

Can we contact this referee prior to interview? ☐ Yes ☐ No

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

Can we contact this referee prior to interview? ☐ Yes ☐ No

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| **EDUCATION / PROFESSIONAL QUALIFICATIONS** | | | |
| **Qualification** | **Examination Body** | **Result** | **Date Obtained** |
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| **EMPLOYMENT HISTORY – PRESENT POST** | | | | | | | | | | | | |
| **Employer Name:** | |  | | | | | | **Period of Notice:** | | |  | |
| **Employer Address:** | | |  | | | | | | | | | |
|  | | | | | | | | | | **Post Code:** | |  |
| **Start Date:** |  | | | | | **Job Title:** |  | | | | | |
| **Job Dept. / Location:** | | | | |  | | | | **Salary / Wage:** | | |  |
| **Reason for Leaving:** | | | |  | | | | | | | | |

**Employment Status:** ☐ Permanent ☐ Temporary ☐ Agency

**Principle Duties of Present Post:**

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Please list all your previous posts beginning with the most recent including periods out of employment.

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| **EMPLOYMENT HISTORY – PREVIOUS POSTS** | | | | | |
| **Name & Address of Employer** | **Job Title** | **Start Date** | **End Date** | **Reason for Leaving** | **Duties** |
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| **ESSENTIAL CRITERIA** | |
| Please explain how you meet the following criteria giving examples and dates where appropriate | |
| **1. Be a committed Christian** whose lifestyle will enable you to own and work within the Christian ethos of WPCA and the faith element of the organisation.\*  \*Consistent with Equality Legislation, the criteria stated in point 1 of Essential Criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular views. |  |
| **2.** 3 A levels A-C grades. |  |
| 1. 3 years experience working in Children’s Ministry (can be voluntary). |  |
| **4. Explain how you can demonstrate knowledge of the issues facing children and their families in the WPCA catchment area.** |  |
| **5.** Explain how you can demonstrate excellent interpersonal and communication skills – both written and verbal. |  |
| **6. Give examples of your ability to interact with a wide range of people, including professionals right through to young children.** |  |
| **7.** Proven ability to work as part of a team, proven ability to use initiative and a self starter. |  |
| 8. Proven ability to multi-task and prioritise a varying work load. |  |
| 9. Ability to work independently (organizing time effectively) and as part of a team. |  |

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| **DESIRABLE CRITERIA** | |
| Please explain how you meet the following criteria giving examples and dates where appropriate | |
| **1. Third level qualification, preferably in Teaching, Early Years, Youth Work or equivalent.** |  |
| **2. Good organisational and record keeping skills.** |  |
| **3. Experience of running clubs for children, especially primary-aged boys.** |  |
| **4. Experience of leading a team.** |  |
| 5. Experience of working within a multi-disciplinary team. |  |
| 6. Willingness to undertake relevant training for personal and professional development. |  |
| 7. Hold a driving licence and have access to a car. |  |

**MEDICAL HISTORY**

Whether you have been in employment or not, please give details and dates of all periods of sickness over the past three years up to the date of this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of Sickness / Absence | Date From | Date To | Did you consult a Doctor? |
|  |  |  |  |

Have you ever had to resign, retire or been dismissed from ☐ Yes ☐ No

a post because of ill health?

**DISABILITY**

Do you require a reasonable adjustment for reasons related to ☐ Yes ☐ No

a disability to allow you to attend for interview?

If yes, please give details:

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**PERSONAL DECLARATION**

1. I declare that all the foregoing statements are true, complete and accurate.

2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.

3. I understand that to take up this job I must have satisfactory references and health assessment.

4. I understand that I may be asked to show some formal identification and evidence of qualifications if required.

5. I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.

6. I agree to you making any necessary enquiries during the recruitment and selection process.

Your Signature: Date: