



Application Form Church Administrator

The purpose of this application form is to find out as much as possible about you, your skills and experience to help us to find the most suitable applicant for the role. It is important that you make sure you complete all the sections with relevant information, as only information provided on this form will be considered by the selection panel. CVs and late applications will not be considered. Please outline clearly how your skills, knowledge and experience meet the criteria for the role. All information will be treated in the strictest confidence. Continuation sheets may be added if necessary.

1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Postal Address:	E-mail Address:
Postcode:	

2. EDUCATION AND QUALIFICATIONS (STARTING WITH MOST RECENT)

Level (e.g. Degree/GCSE)	Subject/ name of course	Date

3. 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

4. TRAINING

Please detail any training courses attended and/or awards achieved that relate to this role:

5. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below , giving examples to demonstrate your skills and experience.

Organisational Skills

Communication Skills

Information Management Skills

Interpersonal Skills

Committed to Fitzroy's Christian and Inclusive Ethos

Decision Making and Problem Solving Skills

A work-related achievement you are proud of in the last 3 years



6. REFEREES

Please provide details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. One referee should be your current or most recent employer. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name:	Name:
Address:	Address:
E-mail:	E-mail:
Telephone No.:	Telephone No.:
Relationship to you:	Relationship to you:

7. SPECIAL REQUIREMENTS

If you are disabled please indicate below if you have special requirements or would like to request reasonable adjustments if called to interview.



8. VERIFICATION OF INFORMATION

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.

Signature:

Date:

(Typed name or electronic signature)

Please submit your application form to jobs@fitzroy.org.uk by 5pm on 24.02.25. We will be in touch to tell you if you have been shortlisted for interview. Interviews will be held on 05.03.25 in person in Belfast. If we need to revert to a virtual interview we will let you know.

Thank you for your application.