
PRIVATE & CONFIDENTIAL

**Return this form to: Church Administrator
First Presbyterian Church
101a Bridge Street
Portadown
Co Armagh
BT63 5AA**

Or email: - mail@firstportadown.org

POSITION APPLIED FOR: - Ministry Coordinator

Title: _____

Surname: _____

Forename(s): _____

Date of Birth: / /

Address: _____

Postcode: _____

E-mail address: _____

NI No. _____

Tel. Nos (please include code):

(Home): - _____

(Work): - _____

(Mobile): - _____

Current driving licence?

Yes/No

Groups:

Expiry Date: - _____

Are there any restrictions on you taking up work in the UK? Yes/No (If yes please provide details)

Schools attended (post Primary School): -

Qualifications gained: -

College/University

Qualifications gained

Other training



OTHER EMPLOYMENT CONCURRENT WITH THIS FULL-TIME POST

Please note any other employment you would continue with if you were to be successful in obtaining this position.

EMPLOYMENT HISTORY (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

From – To	Name & Address of employer	Job Title & Duties	Salary on leaving	Reason for leaving



From – To	Name & Address of employer	Job Title & Duties	Salary on leaving	Reason for leaving

Notice required in current post: -

REFERENCES

Please provide details of two referees one of whom must be your most recent employer. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the organisation reserves the right to approach any past employer for a reference. We may seek references after interview but before any offer of employment is made. This will only be done with your permission

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No.		Tel No.

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

It is ESSENTIAL you address the criteria which the Job Description refers to on Page 2 – Personal Qualities and Experience items Numbered 1 to 4. Address each item under a separate heading.

(continuation sheet)

(Please use separate page if necessary)

Please now state how you meet the ESSENTIAL Qualification as listed on Page 2 AND separately under each heading any DESIRABLE criteria you may meet as listed at the bottom of Page 2 on the Job Description.

(continuation sheet)

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 5(2) of the Rehabilitation of Offenders (Northern Ireland) Order 1978, by virtue of The Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, which means that convictions that are spent under the terms of the Rehabilitation of Offenders (Northern Ireland) Order 1978 **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.

Because of the nature of our business, you are required to submit to a Criminal Records check. Any disclosure made will remain strictly confidential.

Do you authorise us to obtain any necessary information in connection with this application for employment?
YES/NO (delete as required)

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



HEALTH DETAILS

Do you have a physical or mental impairment which has a substantial and long-term effect on your ability to carry out day to day activities? Yes /No

Are there any Health Comments you may wish to Volunteer?

Please list all absences from work in the past three years and the reasons for such absences.

DECLARATION (Please read this carefully before signing this application)

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.

I agree that the organisation reserves the right to require me to undergo a medical examination. (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 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.

Signed: - _____

Date: - _____

COMPLETED APPLICATIONS FORMS to be returned by 12 NOON 30th November 2022 to: -

Church Administrator
First Presbyterian Church Portadown
Watson Street
Portadown
BT63 5AQ

Email: - mail@firstportadown.org

