



Application for the ost of Families Outreach Worker

Completed forms should be returned to:

nathan@cogsmonkstown.org

Closing date for applications:-

Monday 3rd June at 12.00pm

Applications received after this date and time will not be considered.

Interviews:-

Week commencing Monday 10th June

1. Personal Details

Surname _____

Forename(s) _____

Name usually known by _____

Telephone No. _____

Permanent address
(if different from above) _____

_____ Postcode _____

Telephone No. _____

Mobile No. _____

E-Mail: _____

If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend

2. Career History

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

Name and Address of Employer	Job Title/s Grade/Position	From		To		REASON FOR LEAVING
		Month	Year	Month	Year	

(continue on a separate sheet if necessary)

Main Duties and Responsibilities in your current / most recent role

3. Referees

May we approach your present/most recent employer for a reference if we are considering you for appointment? (please be assured that approaches will not be made to current employers prior to the issue of an offer of a conditional offer of employment)

Yes

No

If you answered "no", please give the reason:-

Name/Title of person from whom current / most recent employer's reference should be sought:-

Name _____

Job Title _____

Address _____

Telephone _____

E-Mail _____

Please supply details of two additional referees. These should be people who knows you well and could comment on your suitability for the post but are not members of your family. At least one of the referees should be a church leader who can comment upon your Christian faith.

Name of person who can be asked to comment upon your Christian faith

Job Title

Relationship to you

Address

Telephone and email

Name of additional referee

Job Title

Relationship to you

Address

Telephone and email

4. Criminal Convictions

Have you ever been convicted of a criminal offence or are there any charges outstanding?

Yes

No

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement, and you need not include convictions which are spent

5. Do you have the right to work in the UK?

Yes

No

Note: the employer may require proof of this right before an offer of employment can be confirmed

6. Do you have the right to work in the UK?

Yes

No

7. Do you have the right to work in the UK?

Yes

No

6. Qualifications

With reference to the person specification, please list any qualifications which would support the required / desired criteria for the post

7. Experience

With reference to the personal specification, please set out how your experience meets the specification for this post. Please be as specific as possible when providing examples

[Empty response box for providing examples of experience meeting the specification]

8. Skills and abilities

With reference to the personal specification, please set out below how your skills and abilities meet the criteria for this post. Please be as specific as possible when providing examples

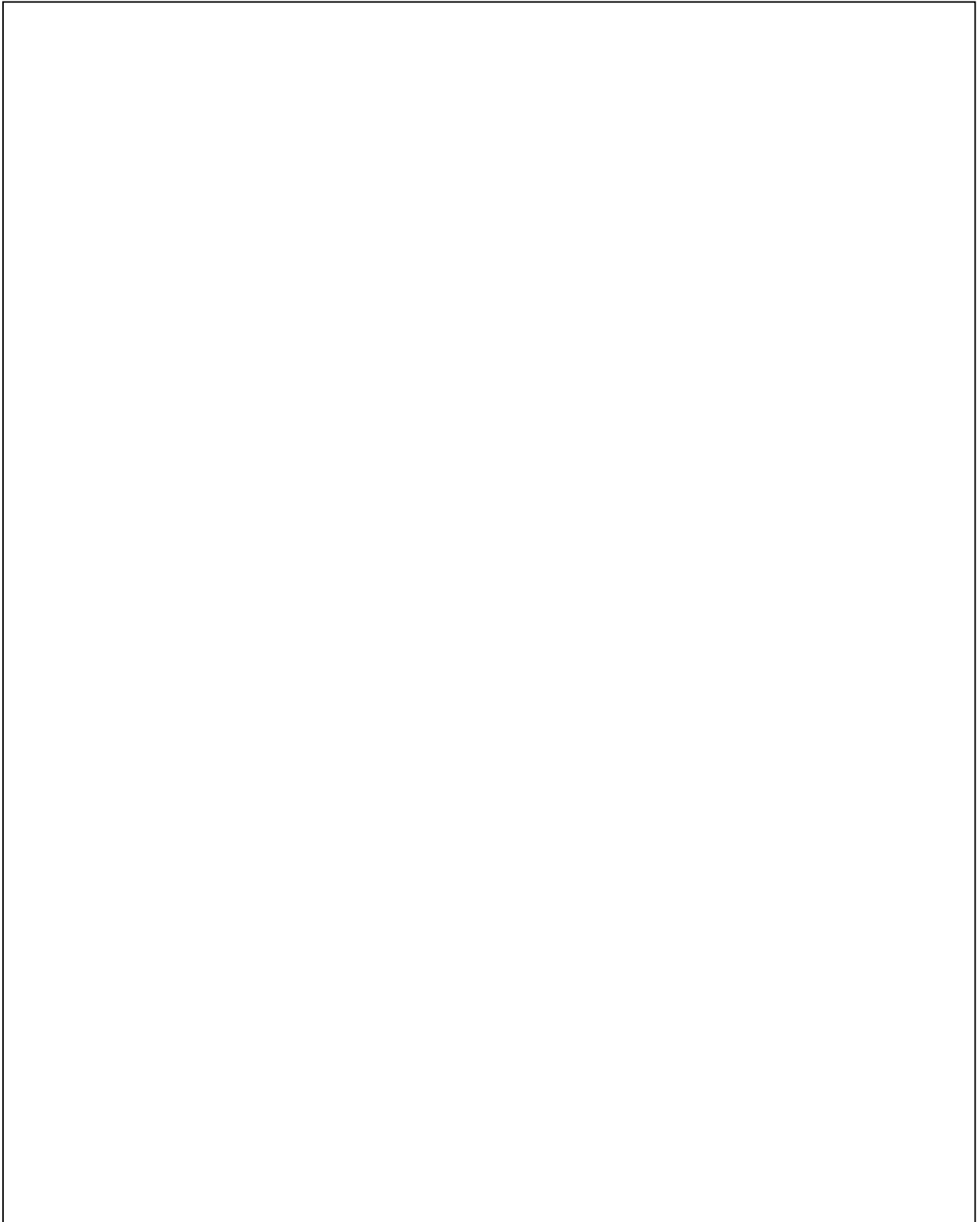
A large empty rectangular box intended for the applicant to provide a detailed response to the question regarding their skills and abilities.

9. Relationship with Jesus

Please outline how you came to faith in Jesus and what God has been doing in your life since

10. Other

With specific reference to the job description and personal specification, please provide any additional information in relation to your suitability for the post that you wish to give in support of your application.

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information supporting their application. The box is currently blank.

11. Data Protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in Data Protection law.

12. Declaration

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed _____
Date _____