



Employment Application Form

Job Vacancy Applied for:	HOUSEKEEPER ST TERESA OF AVILA PARISH	Applicant Ref No:
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GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

PLEASE ENSURE YOU READ THESE INSTRUCTIONS BEFORE COMPLETING YOUR APPLICATION FORM

Please remember this application form is an essential part of our selection process, and the information you include will assist us in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full, taking care to ensure it is presented legibly.

Return the completed application form on or before the closing date as provided.

Late applications will not be considered.

Please ensure that you relate any relevant information to the job description in order to demonstrate how your experience, achievements and/or potential fits the post for which you have applied.

Take particular care to ensure that ALL sections of the Application Form are completed clearly and legibly. Only information provided on this Application Form will be considered by the panel.

Curriculum Vitae will not be accepted.

Please ensure you provide examples on your form of how your qualifications and experience meet the Essential and Desirable criteria requirements as presented within the Application Form.

You should ensure that you provide evidence such as, giving length of experience, examples and dates as required. It is not sufficient to simply list your duties and responsibilities or to simply state that you possess the criteria.

Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings such as [give examples], I dealt with the public [give examples], I am highly organised [give examples].

It is your unique role the panel is interested in, not that of your colleagues or others. It is how you actually carried out a piece of work that the panel will need to determine.

Your examples should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview.

We will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.

If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject the Application.

All information given will be treated with the strictest confidence.

HOUSEKEEPER ST TERESA OF AVILA PARISH

Please complete this form accurately, clearly and legibly, providing as much detail as possible. Information given will be treated as confidential and will not be disclosed unless required under provisions of the relevant legislation.

Personal Details

Full Name			
All Previous Surnames			
Address			
Postcode			
Home Telephone Number		Mobile Telephone Number	
E-mail address			

Do you have the right to work in the UK? Note: The Diocese of Down and Connor will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996	Yes	No
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Education & Qualifications

Please detail below all academic qualifications. Include any professional qualifications and from where they were obtained.

Names & Address of all Schools/Colleges /University Attended	Qualifications Gained (including Grades)

Please give details of any other training/relevant qualifications you have attained which may be relevant to the position applied for:

Names of Training Course/Qualification/Relevant Training	Result and Date Successfully Completed

Employment History

Please detail your **full employment history** below, starting with your **current/most recent employer**; including voluntary work, relevant experience and work placement which have a bearing on this application. Use a separate additional sheet if necessary.

Dates To/From	Employers Name and Address and nature of business	Job Title Job Function & Main Duties	Final Salary and Reason for Leaving

Qualifications and Experience ... relevant qualifications and experience for the role.

When completing this section please refer to the **ESSENTIAL and DESIRABLE criteria** which are set out below and provide us **with examples** of where you believe your experience meets the criteria:

ESSENTIAL CRITERIA:

1. Previous cleaning and housekeeping experience;

Please demonstrate how you meet this criterion – word limit 100 words.

- 2. Capability and mobility required to facilitate the carrying out of the responsibilities within the role;**
Please demonstrate how you meet this criterion – word limit 100 words.

- 3. Ability to balance catering and housekeeping duties;**
Please demonstrate how you meet this criterion – word limit 100 words.

- 4. Excellent communication skills and the ability to work as part of a team;**
Please demonstrate how you meet this criterion – word limit 100 words.

5. Excellent organisational and time management skills;

Please demonstrate how you meet this criterion – word limit 100 words.

6. Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times;

Please demonstrate how you meet this criterion – word limit 100 words.

7. A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish;

Please demonstrate how you meet this criterion – word limit 100 words.

Additional Information

Are there any restrictions on the hours that you are available to work?

Yes / No

If yes, please give details:

DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment, which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled?

Yes / No

(please circle as appropriate)

If yes, do you require any special arrangements to be made to assist you if called for interview?

Please provide details:

Have you ever been convicted of a criminal offence that is not regarded as spent under the Rehabilitation of Offenders (Northern Ireland) Order 1978?

Yes / No

If yes, please give details:

Present/Most Recent Employment:

Employer's Name _____

Address _____

Job Title _____ Date of Appointment _____

Current or final gross salary /or gross rate of pay _____

Notice period required _____ Earliest available start date _____

Reason for leaving _____

Can we contact you at work?

YES

☐

NO

☐

REFEREES:

Please give the details of two referees, **one should be in relation to your current or most recent employment position and the other referee should be a personal acquaintance.**

Please do not use a family member or personal friend as your referee.

Referees will not be contacted without your prior approval.

Name:	Name:
Position:	
Company:	Organisation
Postal Address:	Postal address:
Email address:	Email Address:
Telephone No:	Telephone No:
Nature of Relationship:	Nature of Relationship:

Statement to be Signed by the Applicant

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge.
- all questions relating to me have been accurately and fully answered.
- I possess all the qualifications which I claim to hold.
- I have read and, if appointed, I am prepared to accept the conditions set out in the Terms and Conditions of employment and the Role Profile.
- I accept that providing deliberately false information could result in my dismissal.

Signed:

Date:

Down and Connor Diocesan Trust undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the General Data Protection Regulations.

RETURNING THIS FORM: by e-mail to recruitment@downandconnor.org

By Hand or Post to: **Human Resources Office
Recruitment
Down and Connor Diocesan Office
75 Somerton Road, Belfast BT15 4DE**

COMPLETED APPLICATION FORMS MUST BE RETURNED by no later than

12.00 noon on Monday 5th February 2024

PLEASE NOTE: Late applications will not be accepted.

MONITORING FORMS:

Completed Monitoring Forms should be submitted separately by post and marked –

Strictly Private & Confidential - for the attention of The Monitoring Officer at the above address

/or by e-mail to Monitoring@downandconnor.org

Down and Connor Diocesan Trust is an Equal Opportunities Employer