

Parish of Kilconriola and Ballyclug



Application for Employment

Information provided will be treated in the strictest confidence

Position applied for **SEXTON AT ST COLUMBA'S, BALLYMENA.**

PERSONAL DETAILS

Surname

Title (eg Mr/Mrs/Miss/Ms)

Forenames

Previous surname

Date of Birth

National Insurance No.

Address

Postcode

Contact No.

Mobile No.

Address for correspondence (if different from above)

Nationality (please tick)

EC

Non-EC

If Non-EC please specify

PRESENT EMPLOYMENT HISTORY (if applicable)

Employer name

Employer address

Job Title

Principal duties of present post

PREVIOUS EMPLOYMENT

Employer Name and address	Period of Employment		Reason for Leaving	Position/Grade and duties
	From	To		

EDUCATION HISTORY – Please give details of any education you have received and any educational qualifications.

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MEDICAL HISTORY – Whether you have been in employment or not, please give details of all periods of sickness over the past 3 years, and medical reasons which might hinder the carrying out of the duties of this job.

Nature of Sickness	Date from	Date to	No. of days	Did you consult a doctor?

CONVICTIONS/OFFENCES

Have you **ever** been convicted of any criminal offence?

Yes

No

Are you currently the subject of police investigation or do you have any prosecutions pending?

Yes

No

List below details of **ALL** charges, prosecutions, convictions, cautions, bind-over orders – even if they happened a long time ago. You must include any minor matters, any road traffic or motoring offences and any which may be pending.

Please note that disclosure of a conviction does not necessarily debar any applicant from obtaining employment.

ADDITIONAL INFORMATION – Please give details of any experience or qualifications pertinent to the performance of the duties of this post, including any experience of church life in a Christian context. You may also include any other information which may be relevant to this application.

REFEREES

Please name two referees (not relatives) to include if possible current/most recent employer

Name

Name

Occupation

Occupation

Address

Address

Postcode

Postcode

Telephone

Telephone

Can we contact this Yes No
referee prior to interview?

Can we contact this Yes No
referee prior to interview?

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.
4. 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.
5. I agree to you making any necessary enquiries during the recruitment and selection process.
6. I understand that canvassing will disqualify me from the selection process for this job.
7. I understand that under the Church of Ireland Safeguarding Trust Code for working with children and vulnerable adults the successful candidate will be subject to vetting by N. I. Access before an appointment is ratified.

Your Signature:

Date:

Please forward your completed form by 31st August 2017 to:

The Parish Office,
Castle Street,
BALLYMENA,
BT43 7BT.