Our Lady of Lourdes Parish, Steelstown

11 Steelstown Road, Derry, BT48 8EU

Tel: 028 7135 1718 Email: [steelstown@aol.com](mailto:steelstown@aol.com)

Application for Employment

**Please complete in clearly written or typed BLACK ink. Please DO NOT enclose CVs as they will not be considered.**

Job Title: Parish Secretary Hours: 20 hours per week

Title:

First name(s):

Surname: Home Tel No: ­­­­­­­­­

Address: Mobile:

Email:

Postcode: N I No.

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| **employment history Present/most recent post** | | | | | | | | | | | | | |
| Job/title: |  | | | | | | | | | |  | |  |
| Name of employer: |  | | | | | | | | | | | | |
| Address: |  | | | | | | | | |  | | | |
| Dates from/to: |  | | | | | | | | | Salary: | | |  |
| Please outline main  responsibilities: | | |  | | | | | | | | | | |
| Reason for seeking new position/ leaving: | | | | | |  | | | | | | | |
| Period of notice required: | | | | | | | | | | | | | |
| employment history | | | | | | | | | | | | | |
| **Previous posts**  (please start with the most recent and continue on additional sheet if necessary) | | | | | | | | | | | | | |
| Name and address of employer | | Job title and description of duties | | | Dates (from and to) month/year | | | Salary | | | | Reason for leaving | |
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| Please give details and an explanation of any gaps in your employment history: | | | | | | | | | | | | | |
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| *(N.B. We retain the right to seek references from all previous employers)* | | | | | | | | | | | | | |
| Qualifications | | | | | | | | | | | | | |
| Name and address of institution | | Courses taken/subjects | | Dates  (from - to) | | | Full/  part-time | | Qualifications\* / grade | | | | |
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| **Other relevant training or work related skills** (e.g. short courses, first aid, languages, work-based NVQ etc.) | | | | | | | | | | | | | |
| Are you undertaking any course or study at present? If so give details: | | | | | | | | | | | | | |
| Please specify your IT knowledge (software packages etc), skills and experience. | | | | | | | | | | | | | |
| supporting statement | | | | | | | | | | | | | |
| Please use this section to provide further information in support of your application. This needs to be related to the requirements of the post and should cover the following:   * The experience, skills, knowledge and personal qualities which you consider make you suitable for the post * Reasons for applying and the contribution you feel you will make to the post | | | | | | | | | | | | | |

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| professional membership | | | | |
| Name of professional body: | Grade of membership and whether by examination: | | Date: | |
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| additional information | | | | |
| Dates when you are unavailable for interview (e.g. holidays): | |  | | |
| Do you have the right to work in the United Kingdom?  (We require proof of entitlement at Interview stage)  Educational certificates must be provided at interview for verification. | | **Yes / No** (if No, please explain on separate sheet) | | |
| Do you have a full driving licence? | | **Yes / No** | | |
| disability discrimination act 1995 | | | | |
| Steelstown Parish welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.” | | | | |
| Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process.  If you consider yourself to have a disability or require assistance at any stage of the selection process please contact the Parish Priest on 028 71351718. | | | |

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| *data protection act 1998 and rehabilitation of offenders act 1974* |

Information held by Steelstown Parish complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the ‘personal details’ section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments for security and administration purposes.

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| Please give details in the table below of any convictions, which are NOT SPENT in accordance with the Act and of any current court proceedings. These will not automatically exclude you from employment:  **IF NONE, THEN STATE “NONE” IN THE BOX BELOW:**   |  |  |  | | --- | --- | --- | | Conviction for | Sentence | Date | |  | | | | |
| EQUAL TREATMENT AND DIVERSITY | |
| Steelstown Parish believes in valuing diversity. We welcome and encourage applications regardless of age, gender, sexual orientation, race, religion, belief or disability. Equal opportunities will be afforded to all job applicants in all stages of the recruitment process and appointments based solely on merit. | |
| **References**  Please provide us with two references one of which must be your current/ most recent employer. Family members or employees of the parish must not be used.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­\_­­­­­­­­­­­­­­\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Can we contact your current/ most recent employer before interview: Yes / No.  **Please sign to confirm that the information given on this form is complete and accurate, and also to confirm that you understand that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges).** | |
| **Signed:**  **Date:** |
| Applications should be returned to:  The Parish Priest  Re: Job Application  The Parochial House  11 Steelstown Road  Derry  N. Ireland0  BT48 8EU.  **To be received no later than 3pm on Friday, 6 March 2015.** | |