

Application for Employment

Kenelm Catholic Youth Ministry Development Worker

Area: The Deaneries of Oxford North, Oxford South, Banbury & Worcester

DISABILITY – If you are unable to complete this form yourself because of a disability, it may be completed on your behalf by someone else, but you must sign it. If you are invited to interview, you will be asked for details of any additional assistance or equipment you may require for the assessment tests or at interview.

PERSONAL INFORMATION

Surname/Family Name

Any other name that you may have been known by

Forenames

Address

.....

Home Tel Mobile

e-mail address.....

If you are not a British or EU national, please give details of any conditions related to your employment.

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PRESENT OR MOST RECENT EMPLOYMENT

Job Title

Dates employed From To

Current or most recent salary

Reason for leaving

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Employers name and address

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Key responsibilities of post

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PREVIOUS EMPLOYMENT

All time since leaving full-time education should be accounted for. Full details should be given of any period not accounted for by full-time employment, education or training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview.

From (Month & year)	To (Month & year)	Title & key responsibilities	Employers name and address	Reason for leaving

EDUCATION AND TRAINING

Please give details of examinations pass and qualifications gained, including a professional qualifications.

Date	School/College/University or Training Centre	Qualification	Grade Achieved

Relevant training and experience

Further training and experience of work with young people. You may include training and experiences, which did not lead to formal qualifications but are relevant to this position.

Date	Training	Training/course Provider	Award

FAITH JOURNEY

Please share something of your own faith journey, what is most important to you in your faith, and how you see that making a difference to developing the faith of the young people to whom you will minister.

EXPERIENCE AND RELEVANT SKILLS

Assess yourself against the key responsibilities and tasks on the job description and give examples of how your knowledge or skills and experience enable you to fulfil the role you're applying for.

Interests and Hobbies:

Please outline the types of interests you enjoy.

REFEREES

Please give the names and addresses of three people (not related to you) from whom references may be obtained. One must be your current or most recent employer, one should be your parish priest/ chaplain. Please note that we reserve the right to contact any previous employer for a reference. We will not contact your current employer at this stage.

Name	Address	How long known referee and in what capacity

Please note:

This post is subject to an enhanced level CRB check.

Declaration:

In accordance with the Data Protection Act of 1988 I give consent for the information contained in this form to be processed in accordance with Church Policy for the purposes of recruitment and employment. I understand that if I am appointed, this application form will become a part of my personal file and that if I am not appointed it will be stored for 6 months and then destroyed. I understand that if appointed, the fact that I have had a CRB check will be entered on the national COPCA confidential database in accordance with policy and will be retained indefinitely. I also understand that my Confidential Declaration form will be held securely and in strict confidence by the child protection co-ordinator and retained for 100 years.

The Catholic Church is committed to Equal Opportunities. This selection process is designed to select, promote and treat people on the basis of their merits and abilities within British Law. The information given is to the best of my knowledge and correct. I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal/legal action.

Signed **Date**

Deadline: Noon, Friday 26th January 2018 Interviews week of 5th February 2018

Please send to: Maria Bracken, Don Bosco House, Coventry Rd, Coleshill, B463EA

Email: maria.bracken@kenelmyouthtrust.org.uk

