**Job Application Form**

**Your details:**

| Title |  | | |
| --- | --- | --- | --- |
| Full Name |  | | |
| Preferred Name |  | | |
| Address  Postcode |  | | |
| Mobile |  | Home: |  |
| Email |  | | |

| **Position applied for:** | **Finance Officer** |
| --- | --- |

**Employment History:**

Please list your full employment history (employment lasting 3 months or more) beginning with the most recent, continue on a separate sheet if needed.

| Date From | Employer | Job Title and summary of duties | Location | Reason for leaving  (if applicable) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Date to |
|  |

| Date From | Employer | Job Title and summary of duties | Location | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Date to |
|  |

| Date From | Employer | Job Title and summary of duties | Location | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Date to |
|  |

| Date From | Employer | Job Title and summary of duties | Location | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Date to |
|  |

| Date From | Employer | Job Title and summary of duties | Location | Reason for leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Date to |
|  |

| Are there any periods of non-employment that you would like to tell us about? |
| --- |

**Education and Qualifications:**

Please list in chronological order, continue on a separate sheet if needed.

| Place of Study | Qualifications Gained | Date |
| --- | --- | --- |
|  |  |  |

**Please give details of any professional bodies you are a member of:**

| Professional Body | Membership Type | Membership No |
| --- | --- | --- |
|  |  |  |

**Reason for Applying:**

| Why do you want to work for Carrigrohane Union ? *(Max 75 words)* |  |
| --- | --- |
| What motivated you to apply for this role?  *(Max 75 words)* |  |

| **Christian Ethos:**  Carrigrohane Union Of Parishes & The Carraig Centre attempts to provide a welcome to people from all backgrounds with a view to creating spaces and opportunities for people to explore and grow in the Christian faith. Please use this section to tell us why you think you would be comfortable working in a place where prayer are worship are a part of the normal working environment *(Max 300 words)* |
| --- |
| **Please use this section to tell us how you meet the essential criteria set out in the person specification.** This can include relevant skills, knowledge, past experience, achievements and voluntary activities. You should give as full an answer as possible addressing each of the points in the person specification. *(Max 400 words)* |

| **Please use this section to tell us how you meet some or all of the desirable criteria set out in the person specification.** This can include relevant skills, knowledge, past experience, achievements and voluntary activities. You should give as full an answer as possible addressing each of the points in the person specification. *(Max 400 words)* |
| --- |
|  |

**Relevant information:**

| How much notice do you need to give? |  |
| --- | --- |
| When would you be able to commence employment with us? |  |
| Where did you see this post advertised? |  |

**References:**

Offers of employment are offered subject to three satisfactory references. Relatives are not an acceptable reference. We will not contact your references without your permission.

**Reference 1 - Employment (Most Recent Line Manager)**

| Name |  |
| --- | --- |
| Relationship to you |  |
| Email address |  |
| Phone number |  |

**Reference 2 – Character**

| Name |  |
| --- | --- |
| Relationship to you |  |
| Email address |  |
| Phone number |  |
| Job Title (if employment related) |  |

**Reference 3 – Character**

| Name |  |
| --- | --- |
| Relationship to you |  |
| Email address |  |
| Phone number |  |
| Job Title (if employment related) |  |

Please return both parts of this application form to [jobs@cupcork.ie](mailto:jobs@cupcork.ie)

by **Friday 5 April 2024 at 12.00 noon**

Declaration:

I confirm that:

* The information provided in this application is true and correct to the best of my knowledge.
* I understand any false knowledge may disqualify my application.
* I consent to Carrigrohane Union of Parishes processing my data.
* I consent to Carrigrohane Union of Parishes processing my data including any “sensitive data” as is necessary to do so during the recruitment and selection process.

Signed: ………………………………………………………………………………….. Date: …………………….……….