

## The Methodist Church in Ireland

### Application for the post of Administrative Assistant

<b>Position</b>	<b>Administrative Assistant (Dub;in)</b>
<b>Contract</b>	<b>Part Time, Permanent (15 hours per week)</b>
<b>Salary Scale</b>	<b>£22,700 pro rata</b>
<b>Start Date</b>	<b>Monday 2 September 2019</b>
<b>Closing Date</b>	<b>Friday 5 July at 12 noon Applications received after this time will not be considered</b>
<b>Interview Date</b>	<b>Week beginning 22 July or 29 July 2019</b>

**Completed forms should be returned to:**

Mrs Gillian Skillen  
Human Resources  
1 Fountainville Avenue  
Belfast BT9 6AN

**or by email to:** [HR@irishmethodist.org](mailto:HR@irishmethodist.org)

<b>1. PERSONAL DETAILS</b>	
<b>Surname</b>	
<b>Forename(s)</b>	

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<b>Name usually known by</b>		
<b>Address for Communication</b>		
<b>Postcode</b>		
<b>Permanent Address (if different from above)</b>		
<b>Postcode</b>		
<b>Contact Telephone Numbers</b>	<b>Home</b>	
	<b>Mobile</b>	
<b>Email Address</b>		
<b>If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state the arrangements which will need to be made for you to be able to attend.</b>		

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#### 2. CAREER HISTORY

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

Name and Address of present / most recent Employer	Job Title/s Grade/Position	From		To		REASON FOR LEAVING
		Month	Year	Month	Year	

(continue on a separate sheet if necessary)

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**Main Duties and Responsibilities in your current / most recent role**

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#### 3. REFERENCES

May we approach your present/most recent employer for a reference if we are considering you for appointment? (note approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references)	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
If you answered "no", please give the reason		

**Person from whom current / most recent employer's reference should be sought**

Name	
Job Title	
Address	

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Telephone	
Email	

**Please supply details of one additional referee. This should be someone who knows you well and could comment on your suitability for the post but who is not a member of your family.**

Name of additional referee	
Job Title	
Relationship to you	
Address	
Telephone	
Email	

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4. CRIMINAL CONVICTIONS		
Have you ever been convicted of a criminal offence or are there any charges outstanding?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
If you answered yes, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are "spent" (although details of "spent" convictions may need to be disclosed in an application for a criminal background check, if applicable to the role)		

5. RIGHT TO WORK		
Do you have the right to work in the UK?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Note: the employer may require proof of this right before an offer of employment can be confirmed.		

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The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description (enclosed with the recruitment pack)

Only those applicants who appear from the information contained in the application forms to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil **all** of the essential criteria **will not** be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

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#### **6. QUALIFICATIONS**

With reference to the person specification, please demonstrate that you have the qualifications required / desired for the post



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#### **7. EXPERIENCE**

With reference to the person specification, please set out how your experience meets the specification for this post. Please be as specific as possible when providing examples with dates where appropriate.

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#### **8. SKILLS**

With reference to the person specification, please set out below how your skills meet the criteria for this post. Please be as specific as possible when providing examples with dates where appropriate



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#### **9. PERSONAL/ CHARACTER**

With reference to the person specification, please set out how you meet the requirements of the post. Please be as specific as possible

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**10.** With specific reference to the job description and person specification, please provide any additional information in relation to your suitability for the post that you wish to give in support of your application



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#### 11. DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

**Submission of this application form will indicate that you agree to the processing of special category data (as described above), in accordance with the principles set out in the General Data Protection Regulations**

#### 12. Declaration

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed	
Date	