Application form

Job Title Finance and Administration Assistant, Irish Council of Churches

Location Based at Suite 1 Talbot Street, St Anne’s Cathedral Belfast, and required to travel throughout the island of Ireland for meetings and events.

Salary Scale £21,590 - £24,862 pro rata for 30 hours (based on £26,987 - £31,078 FTE)

Responsible to General Secretary

Expected start May 2025

*Please provide information about how you meet these criteria with examples where appropriate under the following headings.*

**PLEASE DO NOT SUBMIT A CV**

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | | |
| Title |  | | |
| Forename(s) |  | | |
| Address |  | | |
| Postcode |  | | |
| Email |  | | |
| Tel. No. |  | | |
| Mobile |  | Business (if appropriate) |  |
| Current Salary |  | | |
| Where did you hear about this post? |  | | |

Employment Record

Please record your last five jobs. Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment. You may wish to submit this information in a sealed envelope with your name and marked “Confidential ER”

| **Dates** | | **Employers Name, Location**  **and Type of Business** | **Duties, Status and**  **Nature of Work** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |

Educational Background

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Date** | **Subject taken** | **Grade** |
| GCSEs  NVQs or equivalent |  |  |  |
| A Levels or equivalent |  |  |  |
| Degree or equivalent |  |  |  |

|  |
| --- |
| **Any additional professional qualifications gained (eg professional, vocational or training programmes attended)** |
|  |

References

Please include details of your current/most recent employer in addition to one other referee. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

|  |  |  |
| --- | --- | --- |
| **Name and Position of Referee** | **Capacity in which known to Referee** | **Address, E-mail  and Telephone Number** |
|  |  |  |
|  |  |  |

If you have any criminal convictions which are not regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, please give details in a separate, sealed envelope, marked “confidential”.

Do you have a driving licence? **Yes/No**

Are you an Irish citizen or national of any EU country? **Yes / No**

Do you need a work permit to work in Northern Ireland? **Yes / No**

Essential Criteria

Please outline how you fulfil the essential criteria, with examples where applicable.

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|  |

Desirable Criteria

Please outline how you fulfil the desirable criteria, with examples where applicable.

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|  |

Declaration

To the best of my knowledge and belief, the information given on this application form is true and I have disclosed all information that I consider to be relevant to the application.

Signature of Applicant: …………………… Date: …………………………

*Please ensure you have completed all elements of this application, providing evidence and examples where required, and return your completed application to*

*generalsecretary@irishchurches.org*

**by 5 p.m. on Friday 28th March 2025**