



**APPLICATION FOR THE POST OF
COMPASSION COORDINATOR
APRIL 2025**

Completed forms should be returned by email to:
admin@redeemercentral.com

Applications must be received by **5pm** on:
Friday 9th May 2025.

Applications received after this time will not be considered.

1. PERSONAL DETAILS

Surname:

Forename(s):

Name usually known by:

Address:
.....
.....

Postcode:

Telephone No.:

Mobile No.:

Email:

If you consider that you suffer from a disability and may require arrangements to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend:

.....
.....
.....
.....
.....

2. REFERENCES

2.1 Employer Reference

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 ☐ No ☐

If you answered "no", please give the reason:-

Details of person from current/most recent employment:

Name:

Job Title:

Address:

Telephone:

Email:

2.2 Additional Referees

Please supply details of two additional referees. These should be people who know you well and could comment on your suitability for the post but are not members of your family. At least one of the referees should be a Christian person who can comment upon your Christian faith.

Referee #1

Name:

Relationship to you:

Job Title:

Address:

Telephone:

Email:

Referee #2

Name:

Relationship to you:

Job Title:

Address:

Telephone:

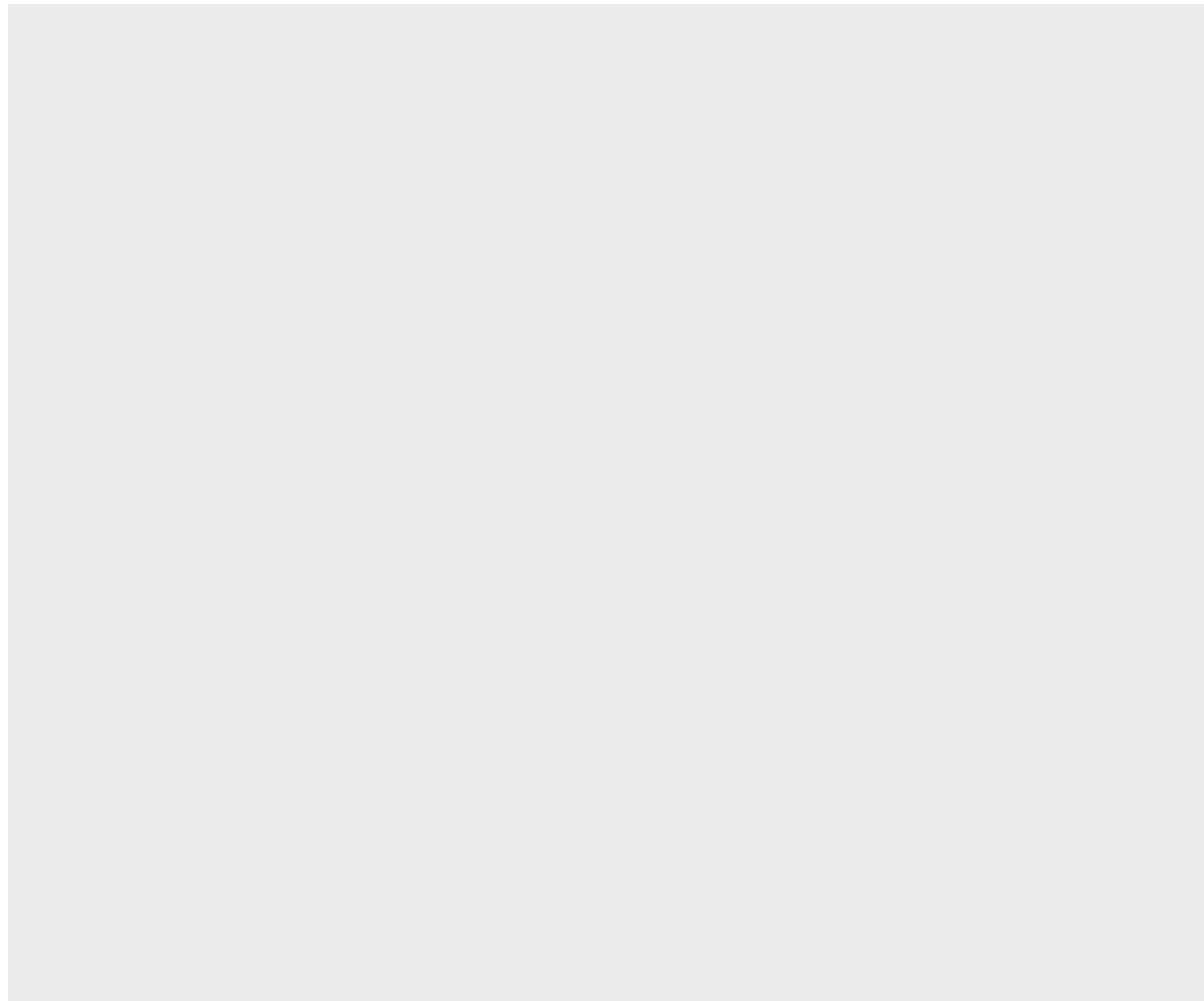
Email:

2.3 Criminal Convictions

Have you ever been convicted of a criminal offence or are there any charges outstanding?

Yes ☐ No ☐

If so, please give full details below. 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" under the Rehabilitation of Offenders (NI) Order 1978.



This role requires the post-holder to work in "Regulated Activity", which is any activity that a person working in Northern Ireland must not do if they have been barred by the Disclosure & Barring Service (DBS) from working with children or adults. It is an offence for a barred person to apply to work in Regulated Activity.

Having a criminal record will not necessarily debar you from working with us. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained in a disclosure certificate. A copy of our

Recruitment of Ex-Offenders Policy and Policy on Secure Handling, Use, Storage and Retention of Disclosure Information is available upon request.

Is there any reason why you cannot work in Regulated Activity?

Yes ☐ No ☐

Do you have the right to work in the UK?

Yes ☐ No ☐

Note: the employer may require proof of this right before an offer of employment can be confirmed

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 — from the information contained in the application forms — appear 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 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. Please limit your answers to the space provided below.

3. QUALIFICATIONS

3.1 Secondary-Level Educational Qualifications

Subject	Level (A-level, GCSE etc)	Grade

3.2 University or other further education

If you have attended university or college, please provide details (e.g. Degree/
Postgraduate or other third level qualification)

University or College	Type of degree, diploma or certificate (including class and division)	Main subjects	Date awarded/ expected

3.3 Other

Please provide details of any additional qualifications, courses attended, accreditations received, memberships of professional bodies and any voluntary work undertaken that you believe meet the essential and desirable criteria for this post. Please be as specific as possible when providing examples.

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 Employer	Job Title/Grade/ Position	From (MM/YYYY)	To (MM/YYYY)	Reason for Leaving

4.2 Main Duties and Responsibilities in your current/most recent role:

4.3 Please set out how your experience meets the essential and desirable criteria for this post. Please be as specific as possible when providing examples.

5. SKILLS

Please set out how your skills meet the essential and desirable criteria for this post. Please be as specific as possible when providing examples.

6. PERSONAL

Please set out how your personal attributes meet the essential and desirable criteria for this post. Please be as specific as possible when providing examples.

7. ADDITIONAL INFORMATION

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

8. 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.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act.

9. 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 _____