**IN CONFIDENCE**



**BALLYSILLAN YOUTH FOR CHRIST**

**(the ‘BLUEHOUSES’)**

**APPLICATION FORM**

**For the post of Youth Worker (Female) - part time post**

**Instructions:**

•The completed form must be returned so as to arrive not later than **4pm on Friday 6th June 2025.**

•It must be returned in confidence to: Peter Thompson (Ballysillan YFC Centre Co-ordinator)

Email: peter@thebluehouses.org

•Application forms received after the above deadline **will not** be accepted.

•Before completing this form, please read the accompanying information.

•Do not include CV's as they **will not be** considered as part of your application.

**PERSONAL DETAILS**

| **1. Surname** |  |
| --- | --- |
| **2. Forename(s) (in full)** |  |
| **3. Address (in full)** |  |
|  | **Postcode:** |
| **4. Contact Number** |  |

| **5. Email** |  |
| --- | --- |

| **6. Confirm right to work in UK** | **Yes/No** |
| --- | --- |

**7.** Do you have full access to a form of transport that will allow you to carry out the duties of the job in full.

Yes ☐ No ☐

**EDUCATION AND QUALIFICATIONS**

**8**. Please give details of your qualifications ie GCSE or equivalent etc

(see question 10 for degrees, diplomas, etc).

| Name of Examining Body | Subject | Level of qualification eg. ‘O’ or ‘A’ Level etc | Result/Grade |
| --- | --- | --- | --- |
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**9**. If you have attended or are attending university or college, please give details:

| Type of Degree, Diploma or Certificate |  |
| --- | --- |
| Class and division of degree, diploma or certificate |  |
| Main subjects |  |
|  |  |
| Type of Degree, Diploma or Certificate |  |
| Class and division of degree, diploma or certificate |  |
| Main subjects |  |
|  |  |
| Type of Degree, Diploma or Certificate |  |
| Class and division of degree, diploma or certificate |  |
| Main subjects |  |
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Other Qualifications/Training

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**If invited to interview, you will be required to produce original copies for the panel.**

**EMPLOYMENT HISTORY**

**10**. Please give full particulars of all employment since finishing your full-time education. Include any periods of unemployment and self-employment.

**Please start with your most recent position**

| Name and Address of Current Employer: |  |
| --- | --- |
| Date Appointed: | Temporary/permanent *(please delete as appropriate).* |
| Job Title: |  |
| Please give a brief description of duties undertaken in the post: | |

**Other employment (beginning with the most recent)**

| **Dates** | | **Post Held and Duties** | **Name and Full postal address of Employer** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
| **From Mth/Yr** | **To**  **Mth/Yr** |
|  |  |  |  |  |
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**11**. If applicable, may we ask for a reference from your present employer before interview?

(Tick one box)

Yes ❑ No ❑

**12**. Have you accounted for all your time since leaving full-time education? (Tick one Box)

Yes ❑ No ❑

If ‘No’ please give details

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| --- |
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**13. INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use the rest of the application form to explain how you meet all aspects of the criteria:

Please note that you will not be shortlisted for interview if you do not demonstrate that you meet each of the essential criteria. The employer may shortlist using the desirable criteria if too many candidates to interview meet all the essential criteria.

**QUALIFICATIONS AND EXPERIENCE**

| Please set out how your qualifications and experience meets the essential criteria for this post. Please be as specific as possible when providing examples with dates where appropriate. |
| --- |

**SKILLS AND ABILITIES**

| Please set out below how you have the skills and abilities outlined in the essential criteria which are required to undertake the duties of the post. Please be as specific as possible when providing examples with dates where appropriate. |
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**KNOWLEDGE**

| Please set out how your knowledge meets the essential criteria for this post. Please be as specific as possible when providing examples with dates where appropriate. |
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**PERSONAL ATTRIBUTES**

| Please set out below how you demonstrate the personal attributes required to undertake the duties of the post. Please be as specific as possible when providing examples with dates where appropriate. |
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**DESIRABLE CRITERIA**

| Please set out below how you meet the desirable criteria outlined in the job specification. Please be as specific as possible when providing examples with dates where appropriate. |
| --- |

**SPIRITUAL**

| **14.** Please write a brief (c. 300 words) account of your spiritual journey to date |
| --- |

**DETAILS OF OTHER INTERESTS RELEVANT TO EMPLOYMENT**

| **15.** |
| --- |

**CHARACTER REFERENCES**

**16**. Please give the names, present addresses and occupations of two persons from whom we may obtain a reference. The persons should not be relatives but may be connected with your school, university or employment. One referee should be a church leader who is able to comment on your Christian faith.

| **(a)** Full Name |  |
| --- | --- |
| Relationship to you |  |
| Email Address |  |
| Tel. number |  |
| Occupation |  |
|  |  |
| **(b)** Full Name |  |
| Relationship to you |  |
| Email Address |  |
| Tel. number |  |
| Occupation |  |
|  |  |

**HEALTH**

Note: The employer reserves the right to require any employees to undergo a medical examination prior to or during employment or may seek, with the employee’s permission, relevant medical particulars.

**17**. Have you any disability which would require special arrangements to be made for you to attend the interview? Yes ❑ No ❑

If yes, please give details of what adjustments may assist you at interview: -

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**OTHER INFORMATION**

**18.** Are you willing to undertake further in-service training? Yes ❑ No ❑

**19.**. Are you willing to work anti-social hours, including evenings and weekends? Yes ❑ No ❑

**20**. If appointed, what period of notice would you have to give? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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/ submitting 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.

Before signing/returning, please ensure that you have provided all the information for which you have been asked:

**Please Note:**

**You should satisfy yourself of your eligibility before the application is submitted.**

**A candidate found to have given false information or to have wilfully suppressed any material will be liable to disqualification or, if appointed, to dismissal.**

*The particulars given are complete and correct to the best of my knowledge and belief. I have read and understood the requirements and particulars of the appointment which have been supplied to me.*

Usual signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send the completed application form to:**

**Peter Thompson**

**Centre Co-ordinator**

**Ballysillan Youth for Christ**

**Email: peter@thebluehouses.org**