**IN CONFIDENCE**

**For office use only**

**Ref: YFC/CC-DDEE/2025**

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**APPLICATION FORM**

##### for the post of

**Centre Coordinator**

**Donaghadee Youth for Christ**

**----------------------**

**Instructions:**

* The completed form must be returned to arrive not later than **4pm on Friday 25th July 2025**
* It must be returned in confidence to [**board@deeyfc.org**](mailto:board@deeyfc.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.

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename(s) (in full)** |  |
| **Name usually known by** |  |
| **Address for communication (in full)** |  |
|  | **Postcode:** |
| **Permanent Address**  **(If different from above)** |  |
|  | **Postcode:** |
| **Contact Number:** |  |

|  |  |
| --- | --- |
| **Email** |  |

Do you have 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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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.

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 ☐

**2. EDUCATION AND QUALIFICATIONS**

Please give details of your qualifications i.e. GCSE, A-level or equivalent etc

(See SECTION 3 for degrees, diplomas, etc).

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Name of Examining Body | Level of qualification e.g., ‘O’ or ‘A’ Level, GCSE, NVQ etc | Result/Grade |
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**3. UNIVERSITY OF OTHER FURTHER EDUCATION**

Please provide details of your degree level qualifications or equivalent:

|  |  |  |  |
| --- | --- | --- | --- |
| University or college | Type of degree, diploma or certificate including class and division | Main subjects | Date awarded/  expected |
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Please provide details of your post graduate qualifications:

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| --- | --- | --- | --- |
| University or college | Type of diploma, masters, PhD, or certificate including class and division | Main subjects | Date awarded/  expected |
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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.**

**4. PERSONAL CAREER DEVELOPMENT**

Please provide details of courses attended, accreditations received, memberships of professional bodies and any voluntary work undertaken that you believe may be relevant to your application for employment.

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**5. CAREER HISTORY**

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

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.

**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 main duties undertaken in the post: | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Post Held and Main Duties** | **Name and Full postal address of Employer** | **Reason for leaving** |
| **From Month/Year** | **To**  **Month/Year** |
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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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**6. REFEREES**

**Current/ most recent employer reference**

May we approach your present/most recent employer for a reference if we are considering you for an appointment?  Yes □ No □

If you answered “no”, please give the reason.

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|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship to you** |  |
| **Address** |  |
|  | **Postcode:** |
| **Telephone No.** |  |
| **Email Address** |  |

**Character References**

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 church leader who can comment upon your Christian faith and commitment to regular attendance at and involvement in church.

**Referee One**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship to you** |  |
| **Address** |  |
|  | **Postcode:** |
| **Telephone No.** |  |
| **Email Address** |  |

**Referee Two**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship to you** |  |
| **Address** |  |
|  | **Postcode:** |
| **Telephone No.** |  |
| **Email Address** |  |

**7. 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. 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.

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**8. RIGHT TO WORK IN THE UK**

Do you have the right to work in the UK?

Yes □ No □

Note: The employer will require proof of this right before an offer of employment can be confirmed.

**9. SPIRITUAL FAITH JOURNEY**

|  |
| --- |
| PleaPlease give an account (c. 300 - 400 words) of your spiritual journey of faith to date. |

**10. SUPPORTING INFORMATION**

The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description.

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 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.

**10.1 KNOWLEDGE AND EXPERIENCE**

Please set out how your Knowledge and Experience clearly meets the essential and desirable criteria for this post. Please be as specific as possible when providing examples with dates where appropriate.

|  |
| --- |
| **Essential**  **Desirable** |

**10.2 SKILLS AND ABILITIES**

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

|  |
| --- |
| **Essential**  **Desirable** |

**10.3 CHARACTER AND PERSONAL QUALITIES**

Please set out below how you demonstrate the Character and Personal Qualities required to undertake the duties of the post. Please be as specific as possible when providing examples with dates where appropriate.

|  |
| --- |
| **Essential**  **Desirable** |

**11. ADDITIONAL INFORMATION**

With reference to the job description, 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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| --- |
|  |

Are you willing to undertake further in-service training?

Yes ❑ No ❑

Are you willing to work anti-social hours as required, including evenings and weekends?

Yes ❑ No ❑

Are you willing to complete a pre–employment check which will be conducted via AccessNI? Yes ❑ No ❑

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

**12. 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 UK General Data Protection Regulation.

**13. DECLARATION**

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

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

By submitting this form, you agree to the following:

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.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Please RETURN completed application form to:**

[**board@deeyfc.org**](mailto:board@deeyfc.org)