**Manager (part-time)**

**Archdiocese of Armagh**

**POST DETAILS**

**POST NAME:** Manager (part-time)

**FULL-TIME OR PART-TIME:** One Year Contract Part-time (25 hours)

**CLOSING DATE:** August 14th 2015 (2pm)

**REF No:** DPC/1

**PERSONAL DETAILS**

TITLE: \_\_\_\_\_\_\_\_\_ NAME : ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAT.INS.NO/ PRSI NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT DETAILS**

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSTCODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL HOME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT DRIVING LICENCE: Y N ACCESS TO TRANSPORT: Y N

CURRENTLY EMPLOYED: Y N NOTICE REQUIRED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXAM BOARD | SUBJECT PASSED | LEVEL | GRADE | YEAR |
|  |  |  |  |  |

**HIGHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME COLLEGE /UNIVERSITY | SUBJECT STUDIED | LEVEL | RESULT OBTAINED | YEAR |
|  |  |  |  |  |

**PROFESSIONAL QUALIFICATIONS/TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AWARDING BODY | COURSE TITLE | LEVEL | RESULT OBTAINED | YEAR |
|  |  |  |  |  |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| CURRENT/MOST RECENT JOB TITLE: | STARTING & LEAVING SALARY: |
| NAME EMPLOYER: | |
| ADDRESS EMPLOYER: | DATE APPOINTED: |
| PERIOD OF NOTICE REQUIRED: |
| BRIEF DESCRIPTION OF CURRENT DUTIES: | |

**EMPLOYMENT HISTORY** (Please list your work history with most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYER NAME  & ADDRESS | POSITION AND MAIN DUTIES | REASON FOR LEAVING & LEAVING SALARY | DATES | |
| FROM | TO |
|  |  |  |  | |

**Experience & Skills**

**Please indicate below how your qualifications, experience & skills meet the required specifications of the role.**

**Experience & Skills (continued)**

**REFERENCES**

Please give the details of 2 referees (not relatives) at least one of whom should have knowledge of your recent work and have worked with you in a supervisory capacity.

|  |  |
| --- | --- |
| **NAME:** | **NAME:** |
| **ADDRESS:** | **ADDRESS:** |
| **TELEPHONE NUMBER:** | **TELEPHONE NUMBER:** |
| **OCCUPATION & POSITION:** | **OCCUPATION & POSITION:** |

**Other**

**DECLARATION**

I declare that to the best of my knowledge the information that I have given is honest and accurate.

I confirm that there are no undeclared medical conditions that would prevent me from undertaking the duties of this post.

I understand that any false and/or misleading information and/or omission on this form may result in disqualification or dismissal if appointed.

I understand that my appointment is subject to satisfactory references and an Access NI / Gardai/Check.

Signature: Date:

**Please return before August 14th (2p.m.) to:**

**Fr. Gerry Campbell**

**Armagh Diocesan Pastoral Centre**

**The Magnet**

**Dundalk**

**Co. Louth**