

APPLICATION FORM

Youth Ministry Coordinator

Archdiocese of Armagh

Personal Details	
Title:	Surname:
First Name(s):	

Present Address for Correspondence:	Permanent Address: (if different from Present Address)
Postcode/ Eircode:	Postcode/ Eircode:
Tel No:	Tel No:
Tel No (Daytime Contact):	Mobile Tel No:
E Mail Address:	Nat. Insurance No/PPS No:
Do you have any restrictions on your right to work in Northern Ireland or the Republic of Ireland? (Circle Y or N) Y N (If Y, please give details below)	

Referees

Please give names and addresses of two persons (not related to you) with knowledge of you, and your experience to date, one of whom must be your current, or most recent employer. *(References will not be contacted without your consent)*

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Position Held:	Position Held:

Please give the name and address of a priest who knows you in a personal and pastoral capacity.

Name:
Address:
Tel No:
Position Held:

Qualifications (Use additional page if necessary)

Detail your qualifications – GCSE/Junior Cert, ‘A’ Levels / Leaving |Cert and/or others:

Examining Board	Year & Month	Subject	Level	Result/Grade

Further/ Higher Education

Name of College Attended	
Year of Qualification Received	
Title of Qualification (if an honours degree state class & division)	
Brief details of course	

Postgraduate Qualifications (Diploma, Masters, PhD etc)

Name of College Attended	
Year of Qualification Received	
Title of Qualification (if an honours degree state class & division)	
Brief details of course	

Please give details of professional qualifications and or/other qualifications relevant to this post, including in-service training, with dates:

Employment History

Present Employment Details

Date Appointed:
Name and Address of Employer:
Position and Nature of Duties:
Period of notice required:

Previous Employment Details (Use additional page if necessary)

From/To Month/Year	Name and Address of Employer	Job Title (indicate whether full or part-time) / Brief details of duties.	Reason for leaving & salary

Experience of Voluntary Work

From/To	Name / Address of organisation	Nature of Voluntary Contribution

Further Information

Below is your opportunity to outline your experience, knowledge and skills relevant to the criteria stated for the role of Youth Ministry Coordinator in the Archdiocese of Armagh. Please list all relevant information under each criteria and use additional sheets if necessary. When completing the following, please describe how you used your (a) interpersonal, (b) communication, (c) planning skills and (d) showed participative leadership.

ESSENTIAL CRITERIA:

<ul style="list-style-type: none">• Experience in working with children and young people.
<ul style="list-style-type: none">• Active involvement in the spiritual, liturgical and sacramental life of the Catholic Church at school and/or at parish level.
<ul style="list-style-type: none">• Experience of developing and managing projects and programmes.

- **Good organisational skills with an ability to establish effective administration systems.**

- **ICT/ Social Media Skills.**

- **An understanding of the issues facing young people in the Catholic Church today.**

DESIRABLE CRITERIA

<ul style="list-style-type: none">• Experience of using social media as means of successful promotion and marketing.
<ul style="list-style-type: none">• Experience and competence in using graphic design programs such as “Canva”, etc
<ul style="list-style-type: none">• Ability in music ministry and leading others in music and song.

Any other information in support of your application should be given below (additional sheets may be used).

GENERAL INFORMATION

Have you been convicted of any criminal offence? (Circle **Y** or **N**) **Y** **N**
(If **Y**, please give details below)

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(Note: you are not entitled to withhold any information about convictions under the provisions of employment law. Any failure to disclose such convictions could lead to disqualification or if appointed, dismissal. Any information given will be treated confidentially and used only in connection with posts to which the order applies)

Do you hold a clean current driving licence?

Have you access to a car, or appropriate alternative mode of suitable transport?

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Are there any reasonable adjustments which should be made to assist you in your application? (Circle Y or N) Y N (If Y, please give details below)

.....

DECLARATION: I declare that, to the best of my knowledge and belief, all the information recorded in this application form is true.

I am not aware of any reason why I would not be suitable to work with children and/or vulnerable adults.

Signed _____ Date _____

Closing Date for Receipt of Applications: 5pm Friday 13 August 2021

**Please return to: Deacon Paul Mallon
 Diocesan Secretary
 Ara Coeli
 Armagh
 BT61 7QY**

Email: diocesansecretary@aracoeli.com

NB: The Selection Panel may decide to select for interview only those applicants who appear to them from the information available to be most suitable. The Archdiocese of Armagh is an Equal Opportunities Employer.

(References will be sought for this post and a Garda Vetting/Access NI Check will be carried out before appointment.)

MONITORING QUESTIONNAIRE (NORTHERN IRELAND APPLICANTS ONLY)

EQUALITY OF OPPORTUNITY:

REF NO:

To demonstrate our commitment to equality of opportunity in employment Saint Patrick's Archdiocesan Trust Ltd need to monitor the community background and gender of applicants in Northern Ireland, as required by the Fair Employment Act 1989. Regardless of whether you practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please complete this monitoring form and return it with your application. It will be forwarded to the Monitoring Officer who is not involved in the selection process.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am a member of neither the Protestant or Roman Catholic communities:

If you do not complete the above, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on file.

Could you please indicate whether you are: FEMALE

MALE

Note: If you answer the above questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

Date of Birth: - _____/_____/_____

Do you consider yourself to be disabled: YES NO

If yes, what is the nature of your impairment?

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.