

**For Office Use Only:** Date rec: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_ Ack: \_\_\_\_\_ Interview

Date: \_\_\_\_\_ Interview time: \_\_\_\_\_

Offer Date: \_\_\_\_\_ Reply Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_



**St. Patrick's  
Pontifical University  
Maynooth  
Certificate in Theology, Adult Education  
and Pastoral Ministry  
Application Form**



If you are, or have been registered at St Patrick's Pontifical University, Maynooth prior to this application, please write your student number in the space provided:

Please complete this form in **BLOCK LETTERS** using **BLACK** ink. Please read carefully the notes on the last page of the form, and ensure that you submit, or arrange to have submitted, supporting documentation as specified in these notes.

1. **Surname** (as on birth certificate): \_\_\_\_\_

2. **Alternative surname** (if applicable): \_\_\_\_\_

3. **First names** (as on birth certificate): \_\_\_\_\_

4. **Title:** Miss  Ms  Mr  Revd  Sr  Other \_\_\_\_\_

5. **Date of birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

6. **Nationality:** \_\_\_\_\_

7. **Place of birth:** \_\_\_\_\_

8. **Country of birth:** \_\_\_\_\_

9. **Sex:** (tick as appropriate)  Male  Female

10. **Home address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: (h) \_\_\_\_\_  
Tel: (m) \_\_\_\_\_  
Email: \_\_\_\_\_

11. **Previous qualifications:**  
Institution attended: \_\_\_\_\_  
Period of attendance: From: \_\_\_\_\_ To: \_\_\_\_\_  
Course Title: \_\_\_\_\_

Subjects studied in each year: \_\_\_\_\_  
(e.g. Theology; English; History etc)

Length of course: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

Level/class of award: \_\_\_\_\_  
(e.g. pass, second-class honours, merit, distinction, etc)

Name of awarding body: \_\_\_\_\_

Date of award: \_\_\_\_\_

**12. Previous experience within a Pastoral Setting:**

*(Please provide details in reverse chronological order, and include the nature and duration of the work, the level of responsibility and the full names and addresses of employers. If there is insufficient room, attach details on an additional sheet.)*

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**13. If you have any background in Pastoral Theology other than above please provide details below:**

*(Please provide details in reverse chronological order, and include the nature and duration of the work, the level of responsibility and the full names and addresses of employers. If there is insufficient room, attach details on an additional sheet.)*

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**14. Please indicate where you first heard about the Theology programme:**

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**15. Recommendations**

**a. Pastoral Ministry Referee:**

Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_

**b. Character Referee:**

Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

16. Write a short essay – (500 words approx), outlining: why you are applying for this course and your understanding of Pastoral Ministry. (Attach your essay to this Application Form)

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The University reserves the right not to consider applications, and to cancel any offers of places, where requested information has not been supplied or where falsified or misleading information has been supplied.

If I have a criminal conviction(s) I have complied with the requirements as set out in the University's policy for applicants with criminal convictions at: <http://www.maynoothcollege.ie/prospective/convictions.shtml>

You must tick the box to agree:

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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The following documents must be submitted to complete the application:

- a. Certified copies of official transcripts of results for all qualifications listed to be sent along with the application form (not applicable to graduates of Faculty of Theology, Pontifical University, St Patrick's College, Maynooth)
- b. A recommendation to pursue the course from a character referee and a pastoral referee and to be sent by the referees directly to Milanda Kelly, at the address below or [milanda@parishandfamily.ie](mailto:milanda@parishandfamily.ie)
- c. Please submit your complete application (i.e. application form plus documents) by **Friday, 25<sup>th</sup> August 2023**.

All correspondence to be sent to:

Milanda Kelly, Course Coordinator, Diocesan Pastoral Office, Parochial House, Monksland, Carlingford Co. Louth A91 TF64

**Please note that an interview may form part of the application process.**



# Certificate in Theology, Adult Education and Pastoral Ministry



## GENERAL GUIDELINES FOR REFEREES

Please supply a written reference for: \_\_\_\_\_ (name of applicant)

The applicant has applied for a place on the Theology, Adult Education and Pastoral Ministry (THAEPM) programme run by the Archdiocese of Armagh in conjunction with Pontifical University, St. Patrick's College, Maynooth. **In your reference please present your opinion of the applicant's suitability for the course.** Please return your reference to: Milanda Kelly, Course Coordinator, Diocesan Pastoral Office, Parochial House, Monksland, Carlingford, Co. Louth A91 TF64 or by email to: [milanda@parishandfamily.ie](mailto:milanda@parishandfamily.ie)

### Knowledge of the Applicant

- How long have you known the applicant? In what capacity?

### Academic Suitability

- The applicant's commitment to work.
- Any initiatives the applicant may have taken in the capacity in which you have known them.

### Pastoral Suitability

- Present performance that you are aware of in pastoral situations.
- Future potential
- Observation of boundaries
- Initiative and creativity
- Accountability
- Punctuality
- Team work

### Personal Qualities

- Leadership qualities
- Professional approach
- Social skills
- Motivation
- Personal factors – creativity, independence of thought etc.
- Personal expression and presentation: oral and written

• **Other information you may think is relevant**

• **Please sign the reference, indicating your title and position.**



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