

Charles Sheils Charity



Application for the post of Superintendent (Charles Sheils, Killough)

Completed forms should be returned to:

By post: Chairman, Charles Sheils, Killough

No 7 Sheils Houses
Rossglass Road
Killough
Co Down
BT30 7QW

By email: killough@sheilscharity.ie

Closing date for applications is Friday, 15 July 2022 at 5.00 pm

1. Personal Details:

Surname _____

Forename(s) _____

Name usually known by _____

Address for communication _____

_____ Post code _____

Telephone No _____

Permanent address (if different from above) _____

_____ Post code _____

Telephone No. _____

Mobile No _____

E-Mail _____

If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend:

2. Career History:

Please detail below all your employment/self-employment relevant to your application. 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:

Name and Address of Employer	Job Title(s)/ Grade/ Position	From		To		REASON FOR LEAVING
		Month	Year	Month	Year	

(continue on a separate sheet if necessary)

Main duties and responsibilities in your current/most recent role:

3. Referees:

May we approach your present/most recent employer for a reference if we are considering you for appointment? *(Please be assured that approaches will not be made to current employers prior to the issue of a conditional offer of employment.)*

Yes

No

If you answered "no", please give the reason:

Name/Title of person from whom current/most recent employer's reference should be sought:

Name

Job Title

Address

Telephone

E-Mail

Please supply details of an additional referee. This should be someone who knows you well and could comment on your suitability for the post but is not a member of your family.

Name of additional referee:

Job title:

Relationship to you:

Address:

Telephone:

4. 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, and you need not include convictions which are spent

5. Do you have a current Full UK Licence?

Yes No

Points on Licence _____

6. Do you have the right to work in the UK?

Yes No

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

The remainder of this form is used to record the skills and experience which are required from the Job Description and Person Specification (enclosed with this application form).

Only those applicants who appear from the information contained in the application form to be the most suitable in terms of relevant experience, skills and qualities will be shortlisted for interview.

It is essential that you fully describe how you meet the particular experience, skills and qualities sought, giving examples.

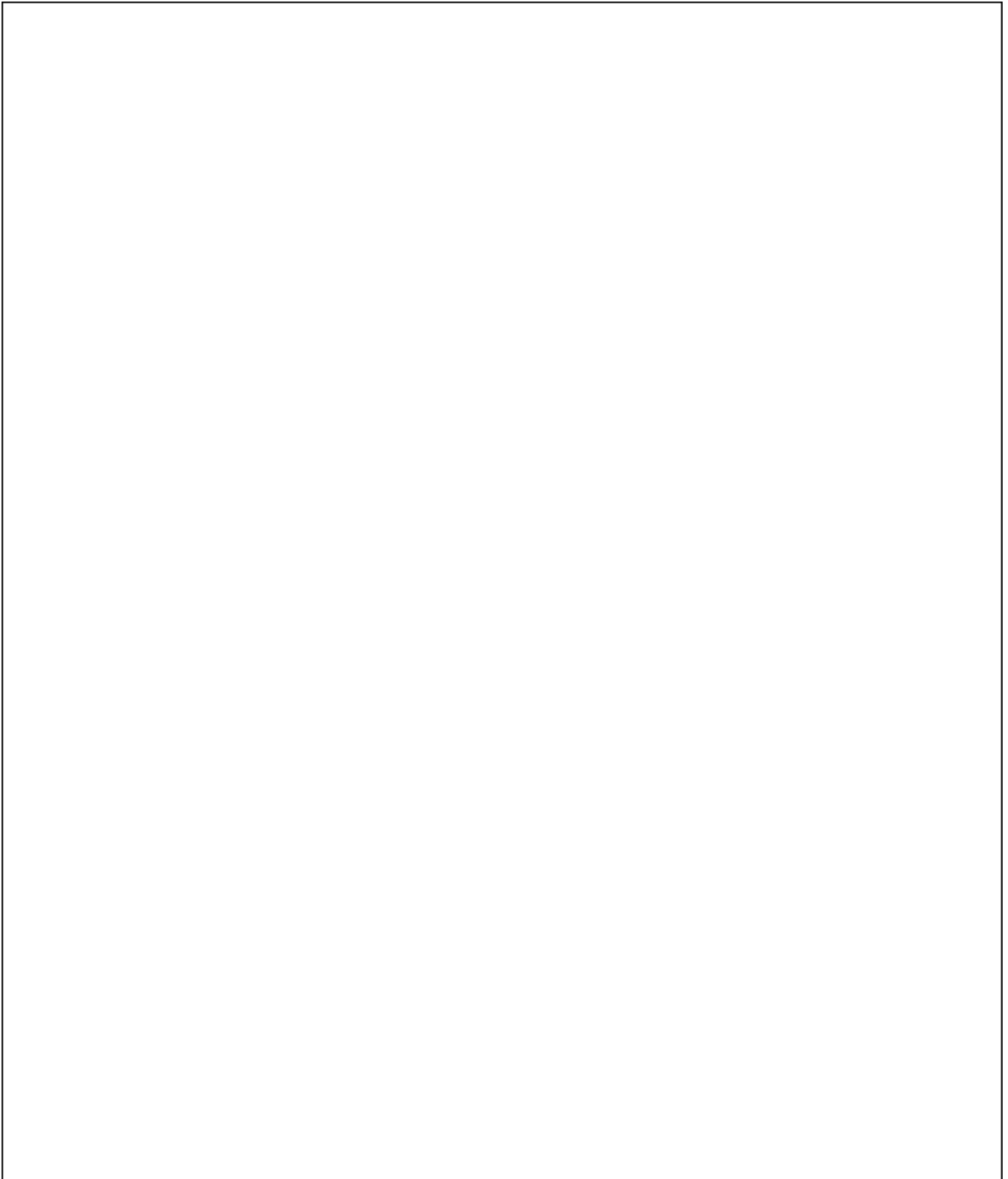
If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

7 Experience, skills and qualities:

With reference to the Job Description and Person Specification, please set out how your experience, skills and qualities meet the specification for this post. Please be as specific as possible when providing examples.

8. **Other:**

Please use this section to provide any additional information in relation to your suitability for the post that you wish to give in support of your application.

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information supporting their application.

9. 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 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.

10. Declaration:

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.

I am willing to work irregular hours, including weekends, and to reside at the location specified.

Signed: _____ Date: _____