APPLICATION FOR EMPLOYMENT

CHRISTIAN FELLOWSHIP CHURCH

**POST: SENIOR ADMIN SUPPORT**

# 

**CLOSING DATE FOR APPLICATIONS:**

**TUESDAY 7 OCTOBER 2025**

**Submitting your application:**

You can email your completed application form to [jobs@thisiscfc.com](mailto:jobs@thisiscfc.com)

Please post your completed Fair Employment Monitoring form to:

HR Dept

Christian Fellowship Church

10 Belmont Road

Belfast, BT4 2AN

CANVASSING WILL DISQUALIFY

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

1. **PERSONAL DETAILS:**

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| --- | --- | --- | --- | --- |
| Surname:  Forename:  Home No:  Mobile No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr/ Mrs/ Miss/ Ms/ Rev/ Dr  delete as appropriate  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address:  Postcode  E.mail | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current Driving Licence YES / NO | | | Own Transport YES / NO | |
| Currently Employed YES / NO | | | Notice Required | |

1. **Education:** PLEASE LIST ACADEMIC, PROFESSIONAL AND OTHER Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Grade | Date attained | Awarding Body / College |
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1. **PLEASE GIVE DETAILS OF ANY OTHER COURSES OR TRAINING THAT YOU FEEL MAY BE RELEVANT TO THE POST**

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| --- | --- | --- |
| **TOPICS** | **PROVIDER** | **DATES** |
|  |  |  |

1. **EMPLOYMENT HISTORY**: PLEASE LIST ALL YOUR WORK HISTORY SINCE COMPLETING FULL-TIME EDUCATION, BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION.

Please continue on a separate sheet if necessary

N.B. - All gaps in employment history must be accounted for

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dated | | Name of employer, address and nature of business | Position and main responsibilities | Starting and  leaving salary | Reason for leaving |
| From | To |
|  |  |  |  |  |  |

**Please detail how you meet the ESSENTIAL criteria:**

1. A minimum of 2 years’ experience in the last 4 years working in an administrative capacity – please explain the roles you have worked in.
2. Strong IT Skills
3. Excellent interpersonal and communication skills.
4. Highly organised, detail-oriented
5. Self-motivated and able to prioritise and manage their own workload.
6. Confident managing multiple priorities with initiative

**Please detail how you meet the DESIREABLE criteria:**

1. **FAITH:** It is a requirement for the post that the applicant is a practicing Christian. Please provide details of your spiritual journey to date, you should include how and when you became a Christian, your experience of the Holy Spirit and your membership and involvement in local church.

1. **VISION**: Please tell us what makes you the best applicant for the job. (c.500 words)

1. **REFEREES** Please give the names of two people who may be approached for confidential references on your behalf.
   1. One should be your current church / denomination leader
   2. One should be a current employer (if employed)
   3. The other two can be your choice.

|  |  |
| --- | --- |
| **Church leader**  1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do we have your permission to contact this referee:   * At any time \*Y / N * Only when a provisional job   offer has been made \*Y / N  \*Please delete as appropriate | **Employment reference**  2. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nature of the relationship:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do we have your permission to contact this referee:   * At any time \*Y / N * Only when a provisional job   offer has been made \*Y / N  \*Please delete as appropriate |

1. **Other information**

|  |
| --- |
| Do you have the right to take up employment in the United Kingdom? YES / NO  If no, please provide details. |
| Have you ever been employed by Christian Fellowship Church before? (If Yes please give details) YES / NO |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the **Rehabilitation of Offenders Act 1974**?  YES / NO  If Yes please give details : |

|  |
| --- |
| Please give the dates, if applicable, of any holiday commitments or dates not available for interview:  **From:** ……. /……. /……. **To:** ……. /……. /…….  **From:** ……. /……. /……. **To:** ……. /……. /……. |
| Do you require any special arrangements to be made to assist you if called for interview? If yes please provide details. |

1. **Please read and sign the following**

|  |
| --- |
| A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.  I declare that:   * to the best of my knowledge and belief all the foregoing statements are true and complete. * I have read and am in full agreement with CFC’s vision, values and statement of faith. * I have read and agree with the governance structure of CFC * I have read and align with the DNA of CFC * I am willing to work evenings and weekends when appropriate. * I am willing to I am willing to undergo an Access NI check (which includes a check of the [Barred List](https://www.nidirect.gov.uk/articles/types-accessni-checks) )   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CANVASSING MEMBERS OF THE SELECTION PANEL WILL DISQUALIFY**

**Privacy Notice**

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The Organisation will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don’t.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.