

JOB APPLICATION

PARISH SECRETARY – PART TIME

Clonakilty Parish

Also serving Ardfield, Barryroe, Kilmeen, Rosscarbery & Timoleague

Please complete this form accurately providing as much detail as possible. Information given will be treated as confidential and will not be disclosed unless required under provisions of legislation.

Personal Details

Full Name			
All Previous Surnames			
Address			
Postcode			
Home Telephone Number		Mobile Telephone Number	
E-mail address			

Education & Qualifications

Please detail below all academic qualifications. Include any professional qualifications and from where they were obtained.

Names & Address of all Schools/Colleges /University Attended	Qualifications Gained (including Grades)

Please give details of any other training/qualifications you have attained which may be relevant to the position applied for:

Names of Training Course/Qualification/Relevant Training	Result and Date Successfully Completed

Employment History

Please detail your full employment history below, starting with your current/most recent employer; including voluntary work, relevant experience and work placement which have a bearing on this application. Use a separate additional sheet if necessary.

Dates To/From	Employers Name and Address and nature of business	Job Title Job Function & Main Duties

Qualifications and Experience ... relevant qualifications and experience for the role.

When completing this section please refer to the ESSENTIAL and DESIRABLE criteria which are set out below and provide us with examples of where you believe your experience meets the criteria:

ESSENTIAL CRITERIA:

1. Experience in dealing with people face-to-face and on the phone or by email.

Please demonstrate how you meet this criterion – word limit 100 words

2. IT literate in respect of Microsoft Office Software (Word, Excel, Outlook).

Describe your competence and experience – word limit 100 words

3. Excellent planning and organising skills.

Please demonstrate how you meet this criterion – word limit 100 words

4. Ability to work alone, using initiative, whilst maintaining discretion and confidentiality at all times.

Please demonstrate how you meet this criterion – word limit 100 words

5. A general understanding of the practices and sacraments of the Catholic Church.

Please demonstrate how you meet this criterion – word limit 100 words

Additional comments

Please add any additional information or comments which you may wish to provide.

Additional Information

The normal working hours are at The Parish Centre, Clonakilty, Monday to Friday from 9.30am to 1.30pm.

The Parish Office is closed during the month of July.

Please note that Garda Vetting will be mandatory for this post.

REFEREES:

Please give the details of two referees, one should be in relation to your current or most recent employment position and the other should be a personal acquaintance.

Name:	Name:
Position:	Address:
Company:	
Address:	Mobile Telephone No.:
Telephone No.:	
Nature of Relationship:	Nature of Relationship:

Statement to be Signed by the Applicant

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge.
- all questions relating to me have been accurately and fully answered.
- I possess all the qualifications which I claim to hold.

Signed:

Clonakilty Parish undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the General Data Protection Regulations.

RETURNING THIS FORM: by e-mail to tom.hayes@corkandross.org

Or by hand or Post to: Fr Tom Hayes, Parochial House, Western Road, Clonakilty, Co Cork

by no later than 12 noon on **Friday Feb 17th, 2023** – Late applications will not be accepted.

INTERVIEWS

A panel will review all applications and based on this assessment will invite candidates to interview. Candidates will be notified at least one week in advance.