**APPLICATION FORM**

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**Job Title** Director of Faith Development

**Location** Diocese of Meath

**Closing Date for Application** Friday 2nd February 2024

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **Forename(s)** |  |
| **Address**  **(incl. postcode)** |  |
| **Email** |  |
| **Tel. No.** |  |
| **Where did you hear about this position?** |  |

**Statement of suitability**

(Please provide a statement of why you think your skills and experience are suitable for this role, max 300 words)

**Educational Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College** | **From** | **To** | **Course and Results** |
| **Further Education and Formal Training** | **From** | **To** | **Courses and Results** |
| **School** | **From** | **To** | **Examinations and Results** |

**Additional Information**

**Please indicate any additional information/qualifications which you feel may be helpful in assessing your suitability for the position.**

**Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as outlined in the job description.**

|  |
| --- |
| **Experience of working collaboratively in a church related setting** |
| **Evidence of pastoral, interpersonal, organisational and communication skills, written and oral** |
| **Familiarity with current directions and practices in faith development in the Catholic Church** |
| **Experience of IT and social media skills** |
| **Evidence of self-motivation and strong organisational skills** |
| **Experience of team and project management** |
| **Experience of report writing, analysis and preparation of briefing documents** |

**Employment Record**

Please list brief particulars of the positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment. (You may wish to submit this information in a sealed envelope with your name and marked “Confidential”).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Employers Name,**  **Location**  **Type of Business**  **Parish** | **Duties, Status and Nature of Work** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |

**Publications**

Please provide details of any employment related academic/research papers, pastoral articles, resource material you have published.

|  |  |  |
| --- | --- | --- |
| **Title of Article** | **Name of Periodical/Journal/Publication** | **Date of publication** |

**Role Development**

What would you see as a priority for your first twelve months in the role?

**REFERENCES**

Please include details of your current/most recent employer and two other referees, one of which should be a character reference. Referees must not be related to you.

|  |  |  |
| --- | --- | --- |
| **Name and Position of Referee** | **Capacity in which known to Referee** | **Address, E-mail, and Telephone Number** |
|  |  |  |
|  |  |  |
|  |  |  |

Are you an Irish citizen or national of any EU country? Yes 🞏 No 🞏

Do you need a work permit to work in Ireland? Yes 🞏 No 🞏

**Declaration**

To the best of my knowledge the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I hereby declare that there is no reason rendering me unsuitable to work with children or vulnerable adults. I understand that appointment will be subject to references, satisfactory Garda vetting, a clean driving licence and transport, and a medical examination. If I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment is liable to termination.

**Data Protection**

I agree to the Diocese of Meath processing and storing information about me, including the sensitive personal data I have provided which will be used for monitoring purposes only.

**Signature of Applicant:**

**Date:**

Please complete all parts of this form and return by email to [secretary@dioceseofmeath.ie](mailto:secretary@dioceseofmeath.ie)

or post to

**Meath Diocesan Office,**

**Dublin Rd.,**

**Mullingar,**

**Co. Westmeath,**

**N91 DW32**

Clearly marking the application

**‘Faith Development’**

**by 5pm on Friday, 2nd February 2024**