



St. Mary's Parish Comber
The Square, Comber, Co Down, BT23 5DU

APPLICATION FOR THE POST OF PARISH ADMINISTRATOR

Completed forms should be returned to:

Rev. Sam Johnston
St Mary's Parish Church Office
The Square
Comber
Co Down
BT23 5DU

*Please mark the envelope as **Application***

or by email to:

jobs@stmarysparishcomber.com

**Closing date for applications:-
Friday 30th January 2026 at 12:00 Noon**

Applications received after this date will not be considered



St. Mary's Parish Comber
The Square, Comber, Co Down, BT23 5DU

1. Personal Details

Surname _____

Forename(s) _____

Name usually known by _____

Address for
communication _____

_____ Postcode _____

Permanent address
(if different from above) _____

_____ Postcode _____

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), and dates of employment. For your present/most recent employment, please outline the main duties and responsibilities.

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 two additional referees. These should be people who knows you well and could comment on your suitability for the post but are not members of your family. At least one of the referees should be a church leader who can comment upon your Christian faith.

Name of person who can be asked to comment upon your Christian faith

Job Title

Relationship to you

Address

Telephone and email



Name of additional referee

Job Title

Relationship to you

Address

Telephone and email

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 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 qualifications, skills and experience which are required from the 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 and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil **all** of the essential criteria **will not** be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience 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.



6. Qualifications

With reference to the person specification, please demonstrate that you have the qualifications required / desired for the post



7. Experience

With reference to the person specification, please demonstrate that you have the experience required / desired for the post



8. Skills

With reference to the person specification, please set out how your experience meets the specification for this post. Please be as specific as possible when providing examples



9. Personal / character

With reference to the person specification, please set out how you meet the requirements of the post. Please be as specific as possible.



10. 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.



11. 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 Data Protection law.

12. 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.

Signed _____ Date _____