|  |  |  |
| --- | --- | --- |
| post applied for |  | |
| where did you see this position advertised? | |  |

**part a: personal details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| full name |  | | | | |
| address |  | | | | |
| telephone |  | mobile |  | email |  |
| do you require a work permit? | | | yes/no (delete as applicable) |
| do you have any unspent criminal convictions? | | | yes/no (delete as applicable) |

**part b: references**

Please provide contact details for two referees, one of which must be your current employer. If you have not been employed, one of your referees must be the head of an education or training establishment you have attended or the manager of a voluntary group or organisation for whom you have worked. Referees will not be approached unless a conditional offer of employment is made to you.

referee one

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name |  | job title |  | | |
| address |  | | | | |
| email |  | | | telephone |  |

referee two

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name |  | job title |  | | |
| address |  | | | | |
| email |  | | | telephone |  |

**part c: your occupational and educational background**

beginning with your current or most recent occupation, please give a full account of your work and education history in the boxes below in reverse chronological order, back to and including your secondary education. please insert further rows if you require them, and delete those you do not use.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| date from (mm/yy) | date to (mm/yy) | type of occupation (employment/self-employment/voluntary work/full-time education/part-time education) | name and address of employer or educational establishment | in the case of work, job title and summary of duties. in the case of education, grades achieved. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**part d: professional qualifications and training**

please give brief details of any vocational training courses attended, including any resulting in professional qualifications.

|  |  |
| --- | --- |
| course title, level, results (if appropriate) | date |
|  |  |

please give details of any membership of professional bodies and associations.

|  |  |
| --- | --- |
| name of association, level of membership, etc | date |
|  |  |

**part e: describing how you meet our person specification**

Please describe below how you meet our requirements, point-by-point as laid out in the person specification. These criteria are divided into ‘essential’ and ‘desirable’.

These criteria are divided into essential and desirable. Candidates meeting all the essential criteria will be preferred for this post but we do not expect experience across all desirable criteria. An ability to meet at least some of the desirable criteria, however, will be an advantage to candidates.

**ESSENTIAL**

* Good verbal and written communication including an open, consultative style
* Good organisational and coordination skills
* Excellent administrative skills, including competent IT skills (including the use of Google), and experience of creating and presenting written reports
* An understanding of mentoring, peer review, and peer support
* Experience of, or ability to handling complaints
* An understanding of fair recruitment processes including Commitment to inclusivity, equal opportunities and fairness
* A commitment to the values of Humanists UK and to the development of the celebrant network

**DESIRABLE**

* Live and conduct ceremonies in Northern Ireland
* Can provide evidence of continuing, relevant CPD