

APPLICATION FORM FOR AN APPOINTMENT WITH CMS IRELAND

CONFIDENTIAL

POST:	MISSION DIRECTOR (CEO)
LOCATION:	BELFAST
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	Mrs Gillian Maganda Personnel Manager Sir Thomas & Lady Dixon Park 245a Upper Malone Road Belfast BT19 9LA E-mail: personnel@cmsireland.org Telephone: +44 (0) 28 90775020
CLOSING DATE:	Friday 21st November @ 12 noon <u>Interviews:</u> Expected to take place week commencing: 8th December 2025

Please complete this application in black ink or black type

1. PERSONAL DETAILS

This will be held by the Personnel Manager of CMS Ireland before circulating the application form for shortlisting.

Post applied for:

Reference No:

Where did you hear about the post

Title:

Surname: (Block letters)

First names: (Block letters)

Address: (Block letters)

Post Code:

Telephone number:

Home:

Daytime:

Mobile:

E-mail address:

WORK PERMIT : Please be aware that under the Immigration, Asylum and Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Personnel Manager can confirm any offer of appointment e.g. Passport, Birth Certificate etc.

Are you a UK or ROI Citizen? (Please tick) Yes ☐ No ☐

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you have Settled or Pre-Settled Status under the EU Settlement Scheme

Yes ☐ No ☐ N/A ☐

If **“No”** to any of the above, please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? ☐ Yes ☐ No

If yes, please supply further details:

SAFEGUARDING

Please note - the information in this section will be dealt with in strict confidence.

This role requires the appointed candidate to undergo Enhanced Access NI/Garda Vetting through CMSI. CMSI reserves the right to withdraw the offer of employment in the event of an issue arising from Access NI/Garda Vetting, particularly if it has implications for child and adults at risk safeguarding.

	Please tick either ‘yes’ or ‘no’	
Please tick to confirm that you are willing to submit to Access NI/Garda Vetting through CMSI	Yes ☐	No ☐
Is there any reason why you cannot work in Regulated Activity?	Yes ☐	No ☐
Explanation:		
Please disclose any previous offences or criminal charges		
Explanation:		

If you have a disability and require assistance if you are invited for interview, please indicate how we might support you.

2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

3. FAITH JOURNEY

Please outline which church you belong to, and how long you have attended, and current involvement? Briefly outline your Spiritual Journey. (e.g. How would you describe your ongoing relationship with God? In what forms of Christian service/work have you participated?)

4. QUALIFICATIONS

What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

5. SUPPORTING STATEMENT

Please use the space below to explain why you are applying for this job and demonstrate your suitability for this post. Your statement should include reference to the criteria outlined in the Person Specification (education/qualifications, knowledge, experience, skills, personal qualities) and should draw on skills, qualities and previous work experience (paid and voluntary). The statement should be no more than 750 words – continue on a separate page if necessary.

3. REFERENCES

Please give the names, postal and email addresses, and telephone numbers of three referees who can broadly represent your professional work and your character. These should include your current or most recent employer and a church leader who knows you well.

1. Employer

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

2. Church Leader

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

3. Other Referee

Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	

As part of our recruitment process, we normally seek references for shortlisted candidates prior to the interview. Please indicate whether we can approach your referees at this stage of the process:

☐ Yes ☐ No

4. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature:

Date:

INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a Job Description and Person Specification. These documents describe to you what the job will involve and the qualities we are looking for in a successful candidate. Think carefully about the information in the Job Description and Person Specification and consider your suitability for this role and what you could bring to CMS Ireland.
- In Part 5 of the Application Form, you are invited to provide a statement in support of your application. **This will be a key part of the short-listing process.** Therefore, please ensure that you draw on different aspects of your life to demonstrate how you meet the criteria in Person Specification.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Our policy on references is that we cannot accept references from relatives or members of the family.

Last Date Modified: 23rd October 2025

APPLICATION FORM

Applicant To Complete	
FULL NAME	
POST TITLE	
LOCATION	
CLOSING DATE	

For Office Use Only	
Date Received	
Application No	
Special needs at Interview	
Shortlisted	Yes ☐ No ☐
Appointed	Yes ☐ No ☐