**GAZETTE**

*The Church of Ireland*

ADMINISTRATIVE ASSISTANT

*Thank you for your interest in working for The Church of Ireland Gazette. This application form should be*

*completed using BLACK INK. If necessary, please continue on a separate sheet and attach it to this form.*

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Surname: |  |
| Address: |  |
| Email: |  |
| Tel No: |  |
| Mobile No: |  |
| NI Number or  PPS Number |  |

**EDUCATION AND QUALIFICATIONS**

Please give details of your education with the name of institutions, the dates you were there and information on relevant examination results and qualifications held.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Dates from/to | Examinations | Results/Qualifications | |
|  | | | |

**EMPLOYMENT**

Please give details of your employment to date, commencing with your current or latest employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from/to | Name of Company | Duties/Role | Reason for leaving |
|  | | | |

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| Other information including skills and experience relevant to a position with the Gazette: |
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| Please give the names and contact details of two referees one of whom should be your current employer if applicable. |
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Please return your completed Application Form and any attachments to The Chair of Church of Ireland Press Limited, 3 Wallace Avenue Lisburn Co Antrim BT27 4AA or email it to [gazette@ireland.anglican.org](mailto:gazette@ireland.anglican.org) to arrive by noon on Monday 16th December 2024.