

CRSS: APPLICATION FORM

Job Title: Secretary at the Diocese of Cork and Ross

Location: Cork and Ross Diocesan Offices, Redemption Road, Cork, T23PXD0

Deadline for return of Completed Application: 12 noon, Friday, 10th July, 2026

Please refer to Job Description already furnished and Information for Candidates which provide useful information about the requirements of this role.

PERSONAL DETAILS

Name: _____

Address: _____

Postcode: _____

Email: _____

Telephone No: _____

1. EDUCATION AND ACADEMIC QUALIFICATIONS

(Successful candidate will be required to provide original documentation).

Relevant Qualification	Awarding Institution	Length of Course	Year of Award

2 WORK EXPERIENCE RELEVANT TO THE ROLE:

Dates	Position/title/role	Responsibilities	Employer

3 ADDITIONAL INFORMATION

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

4. EMPLOYMENT RECORD

Please list brief particulars of positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment.

Date From	Date To	Employers Name, Locations Type of Business	Duties, Status and Nature of Work	Reasons for Leaving

5. STATEMENT OF SUITABILITY

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

6. 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

7. GENERAL DECLARATION

I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to CRSS CLG making of such enquiries, as CRSS CLG deems necessary, in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of CRSS CLG to reject my application or terminate my employment in the event of a contract of employment having been entered into if I have omitted to furnish CRSS CLG with any information relevant to my application or to my continued employment with CRSS CLG or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with CRSS CLG.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true and that I am aware of the qualifications and particulars for this position. I understand that Garda Vetting is a requirement for this role. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.

Signed: _____

Name of Applicant: _____

Date: _____

Submitting your application:

Please complete all parts of this form and return by email to jk.crss@gmail.com
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