

**Confidential**

**Application Form**

**Scottish Episcopal Church**

Please write clearly using black ink to help photocopying.

Please return this form to:

**Post applied for:** Secretary

The Secretary General  
General Synod Office  
21 Grosvenor Crescent  
Edinburgh EH12 5EE

Closing date for applications: 04 December 2009

Interview date: 15 December 2009

**1 Personal Details**

Preferred title: Mr/Mrs/Miss/Ms

Surname:

First names:

Home address:

Home telephone no:

Work telephone no:

Post code:

With discretion, may we  
telephone you at work?

Yes/No

Email address:

**2 Education and training**

Secondary School/College/University/Professional

Qualifications gained

### 3 Employment history

#### (a) Present, or most recent employment

Name of employer:

Address:

Nature of business:

Date of appointment:

Date of leaving:

Reason for leaving:

Final salary:

Brief description of your main duties and responsibilities:

#### (b) Previous employment

Name and address of employer

Dates

Job title and description of duties

Please give a brief explanation for any periods not covered above:

#### **4 Background information in support of application**

Please use this section to give reasons why you are applying for the post and why your skills and experience make you a good candidate. If relevant, include aspects of your voluntary activities. Attach additional information if necessary.

#### **5 References**

Please give the names and addresses of two people we may contact for a confidential assessment of your suitability for this job. The first of these must be your present or last employer.

Name 1:

Name 2:

Position:

Organisation:

Address:

Telephone no:

Relationship to you:  
(eg Employer/Minister/Friend)

## 6 Health

Do you have, or have you had, any recurring health problems likely to affect your ability to fulfil the requirements of this post?

Yes/No

Please give details of any significant sickness absence over the past two years (including number of days off)

## 7 Miscellaneous

What are your recreational interests?

If appointed, when could you start?

Is there anything else you feel we should know about you before considering your application?

## 8 Disclosure of right to work, criminal convictions etc

If you are not a British citizen or from the European Union, do you need a permit to work in Britain?

Yes/No

If you are successful in this application you will be required to produce evidence of your eligibility to work in the UK.

Have you ever been convicted of a criminal offence?

Yes/No

If yes, please give details:

## 9 Declaration

To the best of my knowledge, there is no reason in respect of my physical or mental health why I should not be able to carry out fully the tasks described for this post. I confirm the information on this form is correct and complete and that misleading statements may be sufficient ground for cancelling any agreements made. I consent to the processing of the information on this form and of any information supplied by my referees for any purpose in connection with my employment (or prospective employment) by the Scottish Episcopal Church. I consent to the obtaining of a criminal record disclosure in the event of my being conditionally offered the post for which I am applying.

Signed:

Date: