



## OPERATIONS DIRECTOR 2021 Application Form

All information is provided in confidence and will be stored and processed in accordance with the GDPR. Please note that previous applicants need not apply unless they have gained more relevant experience.

<b>Personal Details</b>	
First names:	Surname:
Address:	
Postcode:	
Mobile No:	Email Address:
Do you require a Work Permit?	
Where did you hear of this vacancy?	
When would you be available to take up appointment?	
Do you have a full and clean UK driving licence and are you prepared to drive as part of your employment if required?	

**Education, Qualifications & Training**

Secondary Education

From  
studied

To

Qualifications gained and subjects

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Further/Higher Education

From  
studied

To

Qualifications gained and subjects

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Relevant Training

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<b>Employment History (Most recent first)</b>			
From	To	Name of employer, job title, description of duties and responsibilities	Reason for leaving

**References**

<p>1. Name and address:</p> <p>Telephone Number (include code):</p> <p>Email address:</p> <p>Capacity in which known to you:</p> <p>Can we approach this referee before interview?</p>	<p>2. Name and address:</p> <p>Telephone Number (include code):</p> <p>Email address:</p> <p>Capacity in which known to you:</p> <p>Can we approach this referee before interview?</p>
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**Application Details**

Please state your reasons for applying and why you believe you meet the person specification set out in the further particulars.

Please give an example of a time when you've lead a project and had to deliver against a tight timeframe and a challenging budget. How did you engage people in the process? Meet the objectives of the project? And work within the organisation's parameters?

Please describe a situation where you had a member of staff who was not performing. How did you bring in performance management? What were the key principles of your approach? How did the situation resolve?

From your reading of our strategy document and annual report, what excites you about us and how would you use your gifts as a praying, serving, giving member of the congregation?

How and why did you become a Christian? How have you grown as a Christian in the last 6 months? And in what particular areas would you like to grow more?

What is the most outrageous thing you have ever done? (sinful or righteous!)

I declare that, to the best of my knowledge, the information given on this form and on any attachments to it is true and correct. I understand and hereby agree that if I am appointed to the Church's staff it will be on the basis of this information and that a false statement may result in termination of that appointment.

Signature:.....

Date: .....

Please return this form with your CV and any other required documentation ***preferably*** electronically to [david@psandgs.org.uk](mailto:david@psandgs.org.uk) or by post to

David Shanks  
Ps & Gs Church  
10 Broughton Street  
Edinburgh EH1 3RH

by Friday 26 February 2021 at noon.

We expect first interviews to be on Zoom and they will take place on weeks commencing 15 and 22 March 2021. We would then like to invite preferred candidates for an in person interview but we will make that decision following first interviews and in light of what restrictions allow.

The Church reserves the right not to consider late applications.

We will respond to all applicants to let you know we have received your application and whether you are being taken forward for interview. Unfortunately we are only able to provide feedback for applicants who are taken forward to interview.



## Staff Application Form – Additional Personal Information

Post Applied For:	
Surname:	Initials:

### HEALTH

Do you have any health problems that would impair your ability to carry out the post applied for? Yes/No

If YES, please give brief details:
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If you replied positively and are successful you maybe required to provide a medical report from your GP and/or meet with the Church's Occupational Health Adviser.

If successful, the appointment would be subject to child protection screening by Disclosure Scotland. Is there anything in connection with this which you would like to let us know about now? Yes/No

### DISABILITY AND REASONABLE ADJUSTMENTS

In order to allow us to ensure that you have all the facilities necessary to allow you to participate fully in the interview, please let us know of any needs below

Adjustments required for interview:
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If you were to be successful in the application, please let us know about any adjustments you think you would need to carry out the duties of the post:

Adjustments required in the post:
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