**CONFIDENTIAL**



Application for the post of **ADMINISTRATIVE ASSISTANT (FINANCE & MANAGEMENT)** in the Diocese of Edinburgh

We would be grateful if you could complete the form below and send/e-mail it to Simon Filsell, Diocesan Administrator,   
Diocesan Office, 21A Grosvenor Crescent, Edinburgh EH12 5EL ⚫ DioAdmin@dioceseofedinburgh.org

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Full name |  |
| Address |  |
| Telephone number/s |  |
| Email |  |

|  |  |
| --- | --- |
| **EMPLOYMENT RECORD** | |
| **Current/most recent employment** | |
| Role Title & employer |  |
| Full time/part time |  |
| Salary *(optional)* |  |
| Period of notice |  |
| Date appointed |  |
| Leaving date, if applicable |  |
| Main duties & responsibilities |  |

|  |  |  |
| --- | --- | --- |
| **Previous employment** | | |
| **Employer** | **Position held, Duties and Responsibilities** | **Reason for leaving** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **QUALIFICATIONS** |
|  |
| **REFEREES** |
| Please give the name, address, telephone number and position of **two people**, known to you in a professional capacity. One, at least, should be able to comment on your working competence, and if possible should be your current employer. If your application is short listed and, unless requested otherwise, these references may be requested prior to interview: |

|  |
| --- |
| **Additional information of relevance to this post in support of your application:** |
|  |

|  |
| --- |
| **DECLARATIONS** |
| **Disabilities**:  Do you have a disability which could affect your ability to do the job you have applied for?  Yes No If yes please give details or indicate what reasonable adjustments you may need: |
| **Convictions**:  Do you have any convictions which are not regarded as 'spent' under the Rehabilitation of Offenders Act 1974?  Yes No If yes please give details of offences(s) and sentences passed  Applications will be judged on the individual's ability to perform the duties of the post applied for, and convictions will only be taken into account if they are relevant to that type of work. For some posts a check with the Scottish Criminal Records Office will be made. Such a requirement will be clear in the documentation available to applicants. |
| **Work permit:**  Do you require a work permit? Yes No |
| **Transport**:  Do you have a clear driving licence? Yes No  Do you have regular/easy access to a car? Yes No |
| **Declaration:**  I certify that, to the best of my knowledge, the information given in this form is accurate and without omission.  Signed: Date:  *The Diocese reserves the right to withdraw any offer of appointment, or dismiss where inaccurate or misleading information has been provided.* |