



Application form for the post of

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in the Diocese of Edinburgh

We would be grateful if you could complete the form below and send/e-mail it to Diocesan Administrator, Diocesan Office, 21A Grosvenor Crescent, Edinburgh EH12 5EL (dioadmin@dioceseofedinburgh.org). To reach the Diocesan Office by the published deadline

Full Name:		
Address:		
Contact	Tel:	Tel (other): e-Mail:

Employment Record

Current or most recent employment	
Organisation/Company	
Title of Post	Employment Dates
Salary (<i>part-time or full-time</i>)	Period of Notice: Reason for Leaving (<i>if applicable</i>):
Main Duties and Responsibilities	

Employment History (most recent first)

Employer	Position Held, Duties and Responsibilities	Employment Dates & Reason for Leaving

Continue on a separate sheet if needed

School/College Qualifications

Subjects taken and grades gained:	
Institutions/Colleges/Schools	
Year of final qualification	

Details of other relevant Qualifications

Institution or university name	
Qualification obtained & year	

Professional Memberships

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Statement in Support of your Application

Use this section to tell us:

1. how your skills and experience align with the objectives and responsibilities in the job description
2. what characteristics you have which you think would enhance the work we do, and
3. any other information you think will help your application

YOUR SKILLS:

YOUR CHARACTERISTICS:

OTHER INFORMATION:

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
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Transport

Do you have a clear driving licence?	Yes	No
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Referees

Please give the name, address, telephone number, e-mail address and position of two people, known to you in a formal 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 shortlisted, these references may be requested prior to interview:

Referee 1	Referee 2
Name and relationship:	Name and relationship:
Contact details:	Contact details:

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 of Edinburgh reserves the right to withdraw any offer of appointment or dismiss where inaccurate or deliberately misleading information has been provided.