**A black and white logo of a church

AI-generated content may be incorrect.**

Leith and Restalrig Church

Scottish Charity No. SC012680

Please read these notes carefully before completing your application form. This is

important as it provides the only information we use to assess your suitability for the job, and

our decision whether or not to progress your application will be based on this information.

**General Points**

• Please complete the application form in type or black ink.

• CV’s will not be accepted.

• We will be unable to consider incomplete applications.

• If you need any help completing the form, please contact us.

• If you have not heard from us within 4 weeks of the closing date, please assume that

you have not been shortlisted.

**Qualifications and Training**

• Please only tell us about any qualifications and training which are relevant to the post you are applying for.

• If your application is successful, you will need to provide us with original documentation to support any qualifications or awards you have disclosed in the recruitment process.

**Employment Experience**

• Please provide details of your employment, past and present. If you have developed

relevant skills through voluntary work please include them in this section.

• Please ensure you account for any gaps in your education and employment history.

**Supporting Statement**

• This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job remit and person specification for the job.

• It is essential to relate your skills and experience to the criteria outlined in the person specification by giving specific examples.

• Remember that your skills may have been developed outside of work.

• Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.

**Equal Opportunities**

• LARCH is committed to equal opportunities in our recruitment process.

**Disqualification from working with children or adults at risk of harm**

If you are disqualified from working with children or adults at risk of harm, we are unable to

consider you for this post. You are therefore asked to declare whether you are disqualified in the section Criminal Convictions.

**Returning the form**

Please return your completed application form, together with the Self-disclosure form, either:

• by email to [session.clerk@larch.org.uk](mailto:session.clerk@larch.org.uk)

or

• by post to

Session Clerk

Leith and Restalrig Church

176 Restalrig Road South

Edinburgh

EH7 6EA