**A black and white logo of a church

AI-generated content may be incorrect.**

Leith and Restalrig Church

Scottish Charity No. SC012680

**Application Form: Administrator (15 hours)**

**Section A: Personal Details**

**Section A will be removed prior to shortlisting.**

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| **Post Applied For** |
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| **First Name:** | **Surname:** |
| **Home Address:**  **Post Code:** | |
| **Telephone No:** | |
| **Mobile No:** | |
| **Email:** | |

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| **Eligibility to Work in the UK** |

Do you have a legal right to work in the UK? YES  NO

If you are selected for interview you will be asked to provide evidence that you have the legal right to work in the UK, at the interview.

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| **Criminal Convictions** |

Have you ever been convicted of a criminal offence? YES  NO

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| If yes, please provide details; |

If successful at interview, you will be required to complete a Protection of Vulnerable Group (PVG) Scheme membership form on which you will be asked to disclose any criminal offences of which you have been convicted.

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| **Protection of Vulnerable Groups (Scotland) Act 2007** |

Are you a member of the PVG Scheme? YES  NO

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| --- | --- |
| Membership Number |  |

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| **The Data Protection Act 2018** |

Leith and Restalrig Church will use the information you provide in this application form to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

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| **Declaration** |

I declare that the information contained in this application is correct and complete. I understand that Leith and Restalrig Church reserves the right to withdraw an offer of employment or to terminate employment already commenced if the information provided is inaccurate.

**Signature:**

**Print Name:**

**Date:**

**Section B: Experience, Qualifications and Skills**

**This section will be used for shortlisting purposes so please answer all questions as fully as possible to help you demonstrate your experience and ability for the post you are applying for.**

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| **Education History** |

Please provide details of relevant qualifications. This should include course title, level of study, result and year gained.

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| **Personal Development** |

Please provide details of any courses, membership or voluntary work which you consider relevant to this application.

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

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| **Current/ Most Recent Employment** |

Please tell us about your current or most recent employment.

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| Employer: | Start date: |
| Address: | End date (if applicable): |
| Job Title: |
| Salary:  Hours per week: |
| Brief Outline of Duties, Responsibilities and Key Achievements: | |
| Reason(s) for Leaving: | |
| If not currently in paid employment, please tell us what you are presently doing. For example, you may be in voluntary employment, studying or unemployed: | |

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| **Previous Work Experience (Paid or Unpaid)** |

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| --- | --- | --- | --- |
| Start  Date | End  Date | Employer’s name and address including post code | Job title, brief outline of duties, responsibilities and key achievements |
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Please continue on an additional sheet(s) if required, remembering to include your name at the top of each sheet.

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| **Supporting Statement - Relevant Skills, Experience and Achievements** |

Please state why you are applying for this position, evidencing how you meet the criteria of the job remit. Please include specific examples, which demonstrate the skills, experience and achievements you bring to this post. Use additional sheets if necessary.

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| **References** |

Please provide the details of two referees, one of whom should be your present or most recent employer. References will only be sought for successful applicants.

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| **First Referee Details** | Relationship to you: |
| Name: | Job Position: |
| Email Address: | Tel No: |
| Full Company Address:  Post Code: | |

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| **Second Referee Details** | Relationship to you: |
| Name: | Job Position: |
| Email Address: | Tel No: |
| Full Company Address:  Post Code: | |

Please email your completed application, together with the Self-disclosure Form, to:

[session.clerk@larch.org.uk](mailto:session.clerk@larch.org.uk) by **Friday 4 April 2025, 12pm**

Alternatively**,** by post to

Session Clerk

Leith and Restalrig Church

176 Restalrig Road South

Edinburgh

EH7 6EA