|  |  |
| --- | --- |
| A picture containing text, sign  Description automatically generated | **Polwarth Parish Church** Polwarth Parish Church  36-38 Polwarth Terrace  Edinburgh  EH11 1LU  [polwarthscteam@outlook.com](mailto:polwarthscteam@outlook.com)  www.polwarth.org.uk  Registered charity No. SC004183 |

**Polwarth Parish Church: Application Form**

**Position applied for:**

**1. Personal details**

|  |  |  |
| --- | --- | --- |
| **Title** |  | |
| **Name and surname** |  | |
| **Known as** |  | |
| **Address & postcode** |  | |
| **Daytime phone number** |  | |
| **Email address** |  | |
| **Are you eligible to work in the UK?** |  | |
| **Declaration and Data Protection Statement** | | |
| Polwarth Parish Church will hold your address details on file but will not release them to any third party. Some further details may be shared with members of the Church Kirk Session, relevant to your application.  I confirm that, to the best of my knowledge and belief, the information I have given on this form and any additional sheets is correct. I understand that any misleading statement or deliberate omission may result in my dismissal.  I hereby consent to the processing of sensitive personal data, as defines in the Data Protection Act 2018, involved in the consideration of this application. | | |
| **Signature** | | **Date** |
| **Where did you see the advert?** | | |

**2. Current or most recent job**

|  |  |
| --- | --- |
| **Job title** |  |
| **Date appointed** |  |
| **Notice required** |  |
| **Name and address of employer (if any)** |  |
| **Postcode** |  |
| **Salary** |  |
| **Brief description of duties** |  |
| **Reason for leaving** |  |

**3. Previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from – until)** | **Job title & key duties** | **Employer** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Relevant voluntary, intern, placement experience (if any)**

|  |  |  |
| --- | --- | --- |
| **Experience** | **Organisation** | **Dates (from/to)** |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Education and training**

|  |  |  |
| --- | --- | --- |
| **Name of School, College, University, etc.** | **Qualifications gained/ training undertaken** | **Dates (from/to)** |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Membership of professional bodies (current registration)**

|  |  |  |
| --- | --- | --- |
| **Name of Body/Membership** | **Date of Joining and Renewal Date** | **Membership no.** |
|  |  |  |
|  |  |  |
|  |  |  |

**7. Reasons for applying**

|  |
| --- |
| **ABOUT YOU – EXPERIENCE AND PERSONAL QUALITIES**  **Use this section to explain why you are applying for the post. Using the person specification, list the skills, experience and qualities you have that match those listed in the person specification. Please continue on a separate sheet if necessary. NB: CVs will not be considered.** |
|  |
|  |
| *Please add additional pages if required.* |

**References**

Please provide details of two referees below. At least one should be an employment referee and this should be your present or last employer.

Approach for references will only be made after acceptance of employment offer. Completion of this application form will be taken as your consent to apply for references.

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title and company** |  |
| **Address & Postcode** |  |
| **Email** |  |
| **Telephone** |  |
| **In what capacity have you known this person?** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title and company** |  |
| **Address & Postcode** |  |
| **Email** |  |
| **Telephone** |  |
| **In what capacity have you known this person?** |  |

Please return your completed application to [polwarthscteam@outlook.com](mailto:polwarthscteam@outlook.com)

Or post to: Private and confidential

Session Clerk

Polwarth Parish Church

36-38 Polwarth Terrace

Edinburgh

EH11 1LU

**Office use only:**

**Closing Date:**

**Date Received**: