



Application Form

Role: Church Housekeeper

Thank you for applying for this role at Ps & Gs Church. Please read through the whole form before completing it. If you require a paper copy of this form, or assistance with completing it, please do not hesitate to get in touch.

Personal details

Full Name (including middle names) _____

Known as (if different) _____

Email address _____

Postal address _____

Postcode _____

Phone number _____

Alternative phone number _____

How did you hear about this job vacancy? _____

If successful, when could you start working for us? _____

Right to work in the UK

All applicants for this role must be able to prove they have the right to work in the UK.

Please confirm that you already have the right to work in the UK Yes No

Address: Ps & Gs Church Office, 10 Broughton Street, Edinburgh, EH1 3RH.

Telephone: 0131 556 1335

Scottish Charity Number: SC005025

Employment History

Please tell us the reason for leaving your current employment

Only fill in the following section if the information required is **not** on your CV.

Please list current/most recent employment first.

Name of employer (current/most recent) _____

Job title _____

Dates of employment (from-to) _____

Key duties and responsibilities

Name of employer _____

Job title _____

Dates of employment (from-to) _____

Key duties and responsibilities

Name of employer _____

Job title _____

Dates of employment (from-to) _____

Key duties and responsibilities

Education, qualifications and training

Only fill in the following section if the information required is **not** on your CV. Most recent qualifications first.

Further/higher education

Institution(s) _____

Year(s) of attainment _____

Qualification(s) attained

Secondary education

School/college(s) _____

Year(s) of attainment _____

Qualification(s) attained

Details of relevant training

Application questions

Personal statement (up to 400 words) – please include:

- your reasons for applying
- how you meet the criteria for this role
- what most excites you about working at Ps & Gs

Tell us about your approach to cleaning and housekeeping – what factors are important to you?
What are your priorities?

Tell us what you enjoy about cleaning and housekeeping. What tasks are most rewarding for you? What ones do you enjoy least?

Ps & Gs vision

Ps & Gs is a vibrant and active evangelical church. Our vision is that **we are called to be whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.**

It is a requirement of this role that it is filled by someone who is in sympathy with this Christian vision.

Please confirm that you are in sympathy with this vision: Yes No

Please tell us about any part of our vision that particularly interests or inspires you.

Final question

As a staff team we take our faith and our work seriously, but we don't take ourselves too seriously. What is the most outrageous thing you have ever done? (sinful or righteous!)

References

Referee 1

First and last name _____

Organisation _____

Relationship to you _____

Email address _____

Contact number _____

Can we contact them before interview? Yes No

Referee 2

First and last name _____

Organisation _____

Relationship to you _____

Email address _____

Contact number _____

Can we contact them before interview? Yes No

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Applicant Signature _____

Date _____

What next?

Please email your completed and signed form and your CV to: David Shanks
(david@psandgs.org.uk)

We will be in touch to acknowledge safe receipt and to tell you the next steps.

Reasonable Adjustments

If you are shortlisted for interview, we will ask you to inform us of any reasonable adjustments (e.g. for accessibility etc) we can make to help you in the next stages of the recruitment process.