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| **Post applied for** | Safeguarding Administrative Assistant |
| **Closing date for applications** | 20th August 2025, 5pm |
| **Interview date** | Week beginning 25th August |
| Once completed, return this form by email to: Donna Glass, PA to the General Secretary at: hr@scotland.anglican.org |

# Your contact details

|  |  |
| --- | --- |
| Title (e.g. Mr/Mrs/Ms/Mx/Dr/Rev) |  |
| Surname |  |
| First names |  |
| Home address, including postcode |  |
| Email address |  |
| Phone number |  |
| Any restriction on when we can contact you by phone? |  |

# Your work history

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| **Current, or most recent employment** |
| Job title |  |
| Employer’s name |  |
| Location |  |
| Start date |  |
| Leaving date (if applicable) |  |
| Notice period (if applicable) |  |
| Final salary |  |
| Reason for leaving |  |
| Brief description of your main duties and responsibilities |  |
| **Previous employment** |
| Job title | Employer’s name | Start date | End date | Duties and responsibilities |
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# Your education and training

Starting with your most recent qualifications, list any post-secondary education or training your have undertaken, including any professional qualifications relevant to the role applied for.

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| **College/University/Professional body** | **Dates attended** | **Qualifications** |
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# Personal statement

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| In this section, explain why you are applying for this post and how your skills, experience and personal attributes fit the job specifications. You may also refer to any volunteering activities if relevant for this role.  |
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# References

As part of our pre-employment checks, we will seek references from two referees, one of whom should be your current or most recent employer. We will only contact referees if we offer you the role and do not take up references prior to interview.

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| **Referee 1** |
| Full name |  |
| Organisation |  |
| Position |  |
| Relationship to you |  |
| Email |  |
| **Referee 2** |
| Full name |  |
| Organisation |  |
| Position |  |
| Relationship to you |  |
| Email |  |

# Interview arrangements and right to work

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| --- | --- |
| If you have a disability, are there any reasonable adjustments we can make to help you in your application or with our recruitment process? |  |
| Do you have the right to work in the UK?Successful applicants will need to demonstrate their right to work in the UK (a British passport, Leave to remain, work Visa, etc.) | Yes/No |
| Have you ever been convicted of a criminal offence which remains unspent? | Yes/No |
| If yes, please give details |  |
| If appointed, when could you start?  |  |

# Declaration and undertakings

## Data protection statement

In order to progress your application, for administrative purposes we will record, keep, and hold the personal data which you have provided in this application form stored in our files. Your data will not be transferred to any third parties. If your application is successful, we will hold this data as part of your employee record and you will be provided with a copy of our Employee Privacy Notice. In the event that your application is unsuccessful, we will hold the application form and the data contained in it for six months in case of a future vacancy which we may invite you to apply for and for the establishment, exercise or defence of any legal claims. After six months, we will delete your application form, the data contained within it and any other personal data that you may have provided to us.

Please see our Privacy Notice (available at: <https://www.scotland.anglican.org/privacy-policy/>) for further information on how we process your personal data, including how we keep your personal data secure and your rights. If you have any questions about our use of your data, please contact us by email at office@scotland.anglican.org.

## Declaration

In submitting this application by email, you are confirming the following statements:

* I have read and understood the above Privacy statement.
* I confirm that all information is, to the best of my knowledge, genuine and accurate.
* I understand that the provision of false information may lead to the withdrawal of any job offer or dismissal.
* I agree that you can check the information in this application form with the referees and organisations named in the form.
* I understand that all the information contained in this form will be treated confidentially and will only be used for the purpose of determining my suitability for this role.

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| --- | --- |
| Full name |  |
| Signature (or type your name) |  |
| Date |  |

*January 2025*