

East Kilbride Old Parish Church

Scottish Charity Number: SC000609

www.ekopc.org.uk

Employment Application Form

Church Secretary (Part-Time)

Applicant

Name: _____

Address: _____

_____ Post Code: _____

Phone No: _____ Mobile: _____

Email: _____

Completed Application Forms should be returned either to:

East Kilbride Old Parish Church
3 Montgomery Street
The Village
East Kilbride
G74 4JS

or electronically to:

ekopc.office@btinternet.com

Closing Date – 8 February 2020

Skills, Qualifications and Experience

Secondary Level Educational Qualifications

Subject & Level (e.g English - Higher Grade)	Result

Higher Education/Further/Vocational Qualifications (e.g. SVQ)

Qualification and subject	Establishment	Date from and to	Level of Pass

Current or most recent employment

Employer: _____

Date Started: _____ Date Ended: _____

Job Title _____

Please describe your main duties and responsibilities and any key achievements:

Previous employment

Employer: _____

Date Started: _____ Date Ended: _____

Job Title: _____

Please describe your main duties and responsibilities and any key achievements:

Previous employment

Employer: _____

Date Started: _____ Date Ended: _____

Job Title: _____

Please describe your main duties and responsibilities and any key achievements:

Previous employment

Employer: _____

Date Started: _____ Date Ended: _____

Job Title: _____

Please describe your main duties and responsibilities and any key achievements:

Skills and Experience

Please read the job description then use this space to demonstrate that you have the required skills, experience, and personal qualities we have asked for including any voluntary service. Where possible use examples to support your statements.

Please also specify why you are applying for this post. If you require more space please use no more than one additional sheet of paper.

Relevant Information

Please use this space to include any other information which may be relevant to your application. For example: Courses attended/specialised training or knowledge, hobbies, and interests

Referees

Please provide details of two referees. Where relevant one should be from your most recent employer or from your most recent education establishment.

Referee 1 Name: _____

Organisation: _____

Address: _____

Postcode: _____

Job title: _____

Relationship: _____

Telephone: _____

Email: _____

Please indicate if this referee may be approached prior to interview. Yes/No

Referee 2 Name: _____

Organisation: _____

Address: _____

Postcode: _____

Job title: _____

Relationship: _____

Telephone: _____

Email: _____

Please indicate if this referee may be approached prior to interview. Yes/No