

Granton Parish Church
55 Boswall Parkway
Edinburgh
EH5 2DA

CONFIDENTIAL APPLICATION FORM

Please complete this form as clearly as possible and return it to the email or address shown below.
Do not attach CVs or other papers – use this form only.

Application for the post of
CLIMATE CHANGE OFFICE
– fixed-term, part-time

Please return form to:
Rev Norman Smith
Granton Parish Church
55 Boswall Parkway
EDINBURGH
EH5 2DA

Email: ccf@granton.org.uk

1. PERSONAL INFORMATION

Last Name:

First Name(s):

Home address:

Mobile Telephone No:

Home telephone No:

E-mail Address:

2. QUALIFICATION AND TRAINING

Please list below all the qualifications you have or training courses you have attended, which are relevant to this post. Please give dates and grades and state whether the course was full or part time. Please do not record details of any schools, colleges or universities attended.

3. WORK EXPERIENCE

Note: Please give details of all posts you have held, **starting** with your current or most recent post.

From	To	Employer's Name, Address and Nature of Business	Job Title and Description of Duties. Please Indicate Reason(s) for Leaving.	Final Salary / Grade (optional)

4. BACKGROUND & SUITABILITY

Please tell us why you think your background, experience, skills or qualities makes you a good candidate for this post. Please refer to the Job Description when completing this section.

5. REFERENCES	
Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this job. One of these should be your most recent or current employer.	
Name, Address, Tel No and Email Address	Name, Address, Tel No and Email Address
Can we take up this reference prior to interview?	Can we take up this reference prior to interview?

6. SOURCE	7. IF APPOINTED
Where did you find out about this vacancy?	When could you take up duties?

8. DISCLOSURE AND CONVICTION
Note: Please complete the separate Criminal Conviction Self Declaration form. A full PVG will be required for roles that involve working with vulnerable service users.

9. ELIGIBILITY TO WORK IN THE UK
Note: Subject to showing Granton Parish Church your passport. If you do not hold a British passport, a passport from a country within the European Economic Area (EEA) or a passport from a non-EEA country which gives you the right to work in the UK. Granton Parish Church may need to see one or more additional documents.

10. DECLARATION	
I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made.	
SIGNED:	DATE:

**PLEASE RETURN THE COMPLETED FORM TO
Rev Norman Smith**

Email: ccf@granton.org.uk

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55 Boswall Parkway
EDINBURGH
EH5 2DA**

Data protection:

If successful, the application will be held in the personnel file for the duration of employment and for 6 years after termination of employment.
If unsuccessful, the application will be destroyed.