A red oval with a gold crown and silver text

Description automatically generated**APPLICATION FORM**

**Post applied for:** Administrator, Scottish Episcopal Institute

**Closing date for applications**: 12 noon, Friday 7th February 2025

**Interview date:** Tuesday 18th February 2025

**Please return this form to:** Margaret Acton, PA to the Principal, [institute@scotland.anglican.org](mailto:institute@scotland.anglican.org)

(Scottish Episcopal Institute, 21 Grosvenor Crescent, Edinburgh, EH12 5EE)

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| **1 Personal DeTails** | | | | | | | |
| **Surname:** | | | | **Preferred title:**  *(e.g. Mr/Mrs/Ms/Dr/Rev)* | | |  |
| **First names**: | | | | **Email address** | | |  |
| **Home address (please include postcode):** | | | | **Contact telephone no** | | |  |
| ***Any restriction on when we can contact you by phone?*** | | | |
| **2 Employment history** | | | | | | | |
| 1. **Present, or most recent employment** | | | | | | | |
| **Name of employer** | | | |  | | | |
| **Address** | | | |  | | | |
| **Nature of business** | | | |  | | | |
| **Date of appointment** | | | |  | | | |
| **Date of leaving** | | | |  | | | |
| **Final salary** | | | |  | | | |
| **Reason for leaving** | | | |  | | | |
| **Brief description of your main duties and responsibilities:** | | | | | | | |
| 1. **Previous employment** | | | | | | | |
| **Name and address of employer** | | | **Dates**  **(From / To)** | **Job title and brief description of duties:** | | | |
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| Please give a brief explanation for any periods not covered above: | | | | | | | |
| **3 Education and training** | | | | | | | |
| **College/University/Professional** | | | | **Qualifications gained** | | | |
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| **4 Background information in support of application** | | | | | | | |
| Please use this section to give reasons why you are applying for the post and why your skills and experience make you a good candidate. If relevant, include aspects of your voluntary activities. Attach additional information if necessary. | | | | | | | |
| **5 References** | | | | | | | |
| Please give the names and addresses of two people we may contact for a confidential assessment of your suitability for this job. The first of these must be your present or last employer. | | | | | | | |
|  | | **Referee 1** | | | **Referee 2** | | |
| **Name** | |  | | |  | | |
| **Position** | |  | | |  | | |
| **Organisation** | |  | | |  | | |
| **Address** | |  | | |  | | |
| **Telephone no** | |  | | |  | | |
| **Email Address** | |  | | |  | | |
| **Relationship to you**  *(e.g. employer/friend)* | |  | | |  | | |
| **6 Health** | | | | | | | |
| *Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the post? (See person specification for details.)* Yes  / No  *If yes, please give details:* | | | | | | | |
| *Please specify any special access requirements you may have in order to attend interview (eg. wheelchair access).*  Yes  / No  *If yes, please give details:* | | | | | | | |
| **7 Miscellaneous** | | | | | | | |
| **Do you hold a current full driving licence?** Yes  / No | | | | | | | |
| **Do you own a car?** Yes  / No | | | | | | | |
| **If appointed, when could you start?** | | | | | | | |
| **Is there anything else you feel we should know about you before considering your application?** | | | | | | | |
| **8 Disclosure of right to work, criminal convictions etc** | | | | | | | |
| **Do you have the right to work in the UK?** Yes  / No  *Successful applicants will need to demonstrate their right to work in the UK by production of*  *e.g. a British passport or other immigration permit.* | | | | | | | |
| **Have you ever been convicted of a criminal offence which remains unspent?** Yes  / No  *If yes, please give details:* | | | | | | | |
| **9 Declaration** | | | | | | | |
| I confirm the information on this form is correct and complete and that misleading statements may be sufficient ground for cancelling any agreements made. | | | | | | | |
| Signed: |  | | | | Date: |  | |
| **Data Protection**  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](mailto:office@scotland.anglican.org). | | | | | | | |