Application form for the post of

**Pastoral Worker for People in their Later Years**

at St Mark’s Episcopal Church, Portobello

We would be grateful if you could complete the form below and send/e-mail it to Rev Canon Dr Sophia Marriage, St Mark’s Church, 287 Portobello High Street, Edinburgh, EH15 2AR (sophia.marriage@stmarksportobello.org). To reach the church by **8am on Monday 25 March 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | | |
| Address: |  | | | |
| Contact | Tel: |  | Tel (other): |  |
|  |  |  | e-Mail: |  |

Employment Record

|  |  |  |
| --- | --- | --- |
| Current or most recent employment | | |
| Organisation/Company |  | |
| Title of Post | | Employment |
| Period of Notice: | | Reason for Leaving *(if applicable)*: |
| Main Duties and Responsibilities | | |
|  | | |

**Employment History** (most recent first)

|  |  |  |
| --- | --- | --- |
| **Employer** | **Position Held, Duties and Responsibilities** | **Employment Dates & Reason for Leaving** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Expand table or continue on a separate sheet if needed*

**School/College Qualifications**

|  |  |
| --- | --- |
| **Institution or university name**  **Qualification obtained & year** | **Relevant subjects covered** |
|  |  |
|  |  |
|  |  |

*Expand table or continue on a separate sheet if needed*

**Details of other relevant Qualifications**

|  |  |
| --- | --- |
| **Institution or university name**  **Qualification obtained & year** | **Relevant subjects covered** |
|  |  |
|  |  |
|  |  |

*Expand table or continue on a separate sheet if needed*

**Professional Memberships**

|  |  |
| --- | --- |
| **Professional Memberships** |  |
|  |  |
|  |  |
|  |  |

*Expand table or continue on a separate sheet if needed*

**Statement in Support of your Application**

|  |
| --- |
| Use this section to tell us:   1. how your skills and experience align with the objectives and responsibilities in the job description 2. what characteristics you have which you think would enhance the work we do, and 3. any other information you think will help your application |
| YOUR SKILLS: |
|  |
| YOUR CHARACTERISTICS: |
|  |
| OTHER INFORMATION: |
|  |

**Disabilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability which could affect your ability to do the job you have applied for? | Yes |  |  | No |
| If yes, please give details or indicate what reasonable adjustments you may need: | | | | |
|  | | | | |

**Convictions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions which are not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? | Yes |  | No |  |
| If yes please give details of offences(s) and sentences passed | | | | |
| Applications will be judged on the individual's ability to perform the duties of the post applied for, and convictions will only be taken into account if they are relevant to that type of work.  Please note this post is considered Regulated Work under the Protection of Vulnerable Groups (Scotland) Act 2007. The successful applicants will be required to join the PVG scheme or undergo a PVG Scheme Update Check prior to starting in post. | | | | |

**Work Permit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a work permit? | Yes |  | No |  |

**Transport**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a clear driving licence? | Yes |  | No |  |

**Referees**

Please give the name, address, telephone number, e-mail address and position of two people, known to you in a formal capacity. One, at least, should be able to comment on your working competence and, if possible, should be your current employer. If your application is shortlisted, these references may be requested prior to interview:

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name and relationship: | Name and relationship: |
| Contact details: | Contact details: |

**Declaration**:

I certify that, to the best of my knowledge, the information given in this form is accurate and without omission.

Signed: Date:

*St Mark’s Church reserves the right to withdraw any offer of appointment or dismiss where inaccurate or deliberately misleading information has been provided.*