**CONFIDENTIAL**

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| Position applied for: **CAP Debt Coach****Holy Trinity Church of Scotland, Wester Hailes** |

**1, Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| All forenames in full: |  |
| Surname in full:  |  |
| Normally known as: |  |
| Previous surname(s) if applicable:  |  |
| Address: |  |
| Town/City: |  |
| County: |  |
| Postcode:  |  |
| Email: |  |
| Home tel:  |  |
| Mobile tel: |  |

**2, How did you become a Christian and how do you sustain and seek to grow your relationship with God?**

**3, Please describe any experience in a charity or Church situation in which you supported individuals through financial difficulties.**

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**4, Please describe any previous role in which you have worked as part of a small team.**

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**5, Why are you interested in applying for this post, and what would your priorities be if you were appointed?**

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**6, Please outline below how your skills / knowledge / experience would help you to fulfil the role.**

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**7, Do you hold a current, valid driving licence?** Yes / No

**8, Are you eligible to work in the UK?** Yes / No

**9, Education**

|  |  |  |
| --- | --- | --- |
| Establishment |  Dates From To | Examinations passed / grades |
|  |  |  |

**10 Training: Please give details of any training relevant to this application.**

**11, Employment History**

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| --- |
| Current / most recent employer |
| Employer's Name and address | Job Title |  |
|  | Date Commenced Date Finished (if applicable) |
|  |  |
| Reason for leaving |  |
| Please describe the duties and responsibilities of your present/ last job.  |
| What length of notice period do you need to give your current employer? |

**12, Please give details of previous jobs you have held, including part-time and unpaid work.**

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Position held |  |
|  | Dates of employment | From To |
| Reason for leaving |  |
| Main duties |  |

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Position held |  |
|  | Dates of employment | From To |
| Reason for leaving |  |
| Main duties |  |

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Position held |  |
|  | Dates of employment | From To |
| Reason for leaving |  |
| Main duties |  |

**13, References**

Please give the names and addresses of two people who know you well and would be willing to provide a reference. If you answer “no”, to the question about approaching your referee, we will not make any approach until a formal offer of employment has been made.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 Employer’s Reference | Reference 2Maybe someone from Church/Employment/Education who has known you for at least 2 years |
| Name |  |  |
| Address |  |  |
| Phone |  |  |
| Email address |  |  |
| Connection to applicant |  |  |
| May we approach your referee now? |   Yes No |   Yes No |

If your second reference is not from a Church leader, please give a 3rd reference of someone who can inform us of your Christian / Church life.

|  |  |
| --- | --- |
|  | Reference 3Church Leader Reference |
| Name |  |
| Address |  |
| Phone |  |
| Email address |  |
| Connection to applicant |  |
| May we approach your referee now? |   Yes No |

**14, Declaration**

**I confirm that the information contained in this application form is correct and complete.**

*(If it is discovered that you have given any information, which you know to be false, or have withheld any relevant information, your application may be rejected, or any subsequent employment terminated).*

Signed : ……………………………………………… Date: ……………………………

*The information on this form will be used for recruitment, selection and statistical purposes only. If your application is successful, it will form part of your employment record.*

*Please return the completed application form with a covering letter to:*

e-mail: ianr@holytrinitywesterhailes.org.uk

 or in writing to: Ian Richardson, (tel: 01968 682659)

 Holy Trinity Church,

 2 Hailesland Place,

 Wester Hailes,

 Edinburgh EH14 2SL

**Application forms should be returned by 12:00 on Friday 26th November 2021.**