



Application for the post of:-
Church Office Administrator,
Mannofield Parish Church
(15 Hours per week)

Please review the person specification before completing this application.

Completed applications should be returned to Rev Keith Blackwood, Mannofield Church, Great Western Road, Aberdeen, AB10 6UZ (or emailed to kblackwood@churchofscotland.org.uk by 31st March 2025.

Surname:	First Names:
E-mail address:	
Address:	
Postcode:	
Telephone No:	Mobile No:
How did you hear about this vacancy?	

Asylum and Immigration Act 2006

It is a criminal offence for an employer to employ those who do not have permission to work in the UK. In general, if you are not a British or Commonwealth Citizen with the right to live in the UK, or a citizen of any country in the European Economic Area (EEA) you will require current and valid permission to be in the UK and to do the type of work involved (e.g. a work permit).

	Yes	No
1. Are you a UK or European Area National?	<input type="checkbox"/>	<input type="checkbox"/>
2. If no, do you require a work permit to work in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
3. If you have answered yes to question 2 above, do you have a work permit to work in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
Work Permit reference number:		
OR		
1. Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you were successful in your application, would you require a work permit prior to taking up employment in the UK?	<input type="checkbox"/>	<input type="checkbox"/>

Rehabilitation of Offenders Act 1974

The provisions of the above Act provide protection to people with a criminal record from being discriminated against when applying for jobs and from dismissal for the reason of a conviction that has been "spent". We require all applicants to declare any convictions that have not expired.

	Yes	No
Do you have a conviction which has not been 'spent'?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please give details of the date(s) of offence(s) and sentence(s) passed:		

Disability

	Yes	No
Do you consider yourself disabled as defined by Equality Act 2010?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please state briefly the nature of your disability:

Education and Training

Name of School(s) attended after age 11:	Qualifications (Subject & Level)	Date
Further/Higher Education		
Any other training:		

Employment History

Current employment

Employer:

Job Title:

Date

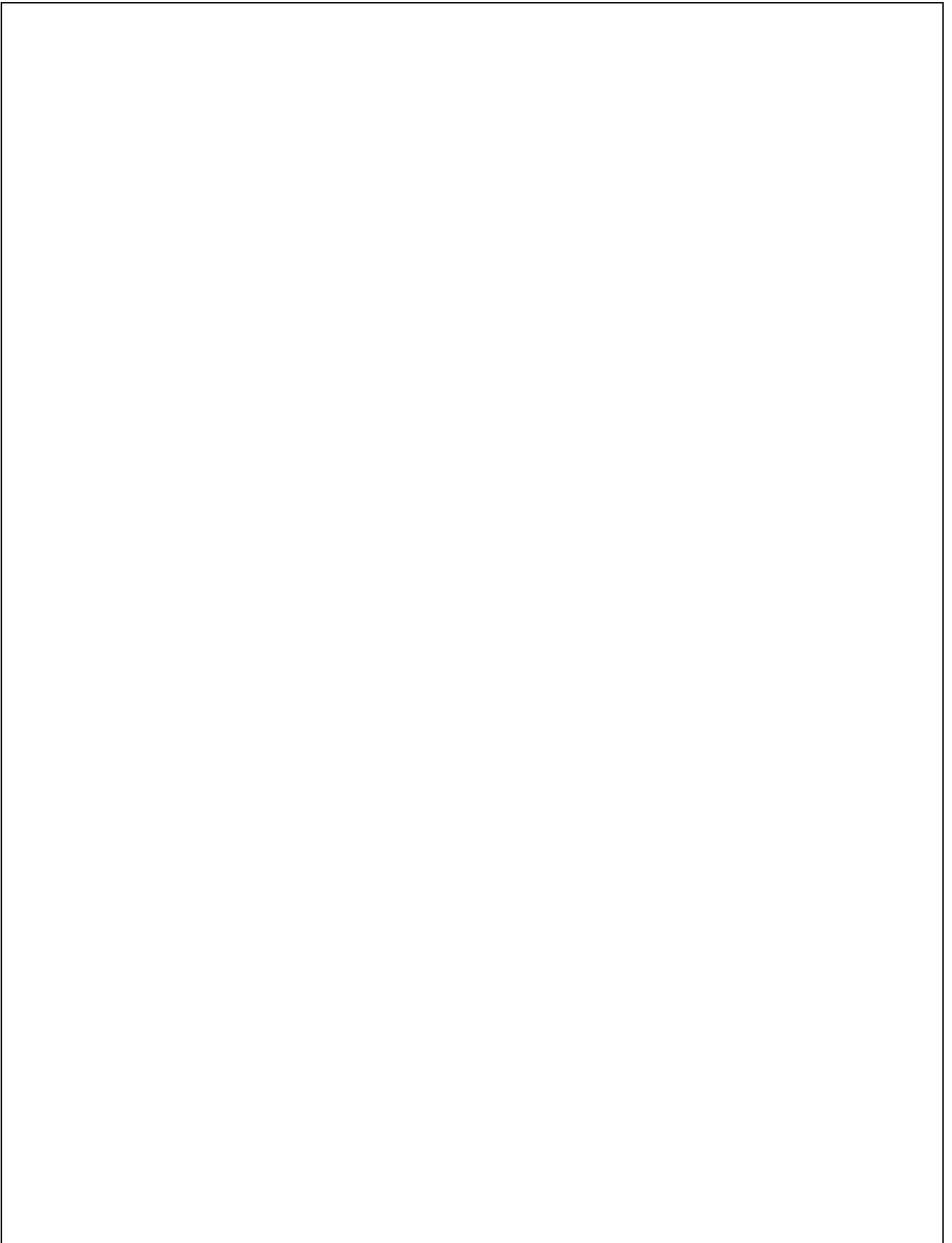
From:

Period of Notice:

Please describe your main duties, responsibilities and key achievements.

If applicable, reason for leaving:

Please give similar details for all previous employments:
(if a full CV is attached, this section need not be completed)



Skills and Experience

Please read the job specification and use this space to demonstrate that you have the required skills, experience and personal qualities for this post. Use specific evidence to support your statements.
Please also specify why you are applying for this post.

Skills and Experience

Use this space to include any other information which may be relevant to your application, e.g. courses attended, specialised training or knowledge, hobbies and interests.

Please provide contact details of two referees. (We will not contact referees without obtaining your permission in advance.)
Referee 1:
Name:
Job Title:
Organisation Name:
Address:
Email address:
Phone number:
For how long and in what context do they know you?
Referee 2:
Name:
Job Title:
Organisation Name:
Address:
Email address:
Phone number:
For how long and in what context do they know you?

Declaration:

1. I declare that to the best of my knowledge the information given in this application is correct.
2. I understand that any appointment is subject to satisfactory references and relevant qualifications.
3. I understand that any appointment offered to me will be subject to membership of Protecting Vulnerable Groups Scheme (PVG).

Signature _____ Date _____