RELIGIOUS SOCIETY OF FRIENDS

**GENERAL MEETING FOR SCOTLAND**

### Application for post of Administrator

## This form can be printed out and completed by hand or

## filled in electronically using Word or Libre Office.

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| Have you ever applied to work for the Religious Society of Friends before? (If so, please give dates and details):       |

#### PLEASE USE BLOCK LETTERS FOR NAMES AND ADDRESSES

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| --- | --- |
| **Surname:**      **Present address:**     **Postcode:**       | **First name(s):**      **Email:**      **Tel:**      **Mobile No:**       |

#### CURRENT / MOST RECENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name & address of employer | Position held  | Salary and reason for leaving |
|       |       |       |       |
| Details of duties:       |

**PREVIOUS EMPLOYMENT** (starting with the most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name & address of employer and nature of business / work | Position held & details of duties | Salary and reason for leaving |
|       |       |       |       |
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## QUAKER EXPERIENCE

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| Do you attend a Quaker Meeting?       | If so, for how many years?       |
| Which Meeting?       | Are you in Membership?       |
| Positions of responsibility held (with dates):      |
| Other Quaker interests/activities:      |

## OTHER VOLUNTARY / UNPAID WORK

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| Please give details of activities and positions held:      |

**RELEVANT TRAINING AND EDUCATION**

Please give details of any qualifications/training undertaken with dates.

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**IT EXPERIENCE**

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| Please give details of your experience in word processing, and other computer skills / software with which you are familiar:       |

## OTHER INFORMATION

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| Special areas / subjects of personal interest to you?       |
| Please state the number of days you were unable to work due to sickness in the last 24 months and give reason for absence(s)      If you have a disability, we will make reasonable work adjustments. |
| Are you legally eligible to be employed in the United Kingdom? Yes / No       |

## REFEREES

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| Please provide the names and contact details of two referees (not relatives) who have known you for at least two years. One of your referees should be your current or most recent employer, and the other should be a member of the Religious Society of Friends e.g. Meeting Clerk, elder or overseer. **We normally take up references for shortlisted candidates prior to interview – please indicate if in any case you would prefer us not to do so** |
|  | **Employer referee** | **Second referee** |
| Name: |  |  |
| Address: |  |  |
| Tel: |  |  |
| Email: |  |  |
| Please enlarge here or in a supporting letter on:1. your reasons for applying for this post
2. how you meet the person specification
3. what particular qualities you think you can bring to it

       |
| Please continue on additional sheets if necessary. |

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| **Employees of the Religious Society of Friends are expected to be in sympathy with Quaker values and beliefs.** |

**I confirm that all information provided in this application for employment is true.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |            | Signature: |  |

The completed form should be returned to: **Clerk to GM Trustees, Martin Burnell,**

**25 Learmonth Grove, Edinburgh, EH4 1BR** or by email to gm@mbees.net

If returning by email, you will be asked to sign the application form at interview.

**Closing date: 25th November 2019.** Interviews: Monday 9th December.

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| Data provided on this form will only be used for recruitment selection purposes. If you are not appointed to employment with General Meeting for Scotland the form will be destroyed. |

The Religious Society of Friends (Quakers) General Meeting for Scotland is a registered charity (No. SC012281)