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**APPLICATION FORM**

|  |  |
| --- | --- |
| What position are you applying for? |  |
| If hired, on what date could you start working?  |  |

**GENERAL DATA PROTECTION INFORMATION**

We recognise that the answers you provide in your application are sensitive (and some of the data you provide will constitute what is known as special category data under data protection legislation). Our security measures reflect the importance of keeping special category data secure.

All data is stored securely, and only restricted personnel have access to it.

NCC will only keep your personal information for as long as it is required and in accordance with statutory requirements.

Regarding the personal data we store, we work hard to ensure your rights are preserved. These include:

* ***The right to be informed***. Our privacy notices aim to keep you informed as much as possible.
* ***The right of access.*** You can ask to see copies of personal data we hold about you (to the extent you are permitted under data protection legislation).
* ***The right to rectification.*** You can request that information be amended and changed.
* ***The right to erasure.*** If we have no legal basis to keep your information, you can request that it be deleted.
* ***The right to restrict processing.*** You can limit the way and amount we use your information.
* ***The right to data portability.*** You have the right to have your data transmitted to yourself or another organisation (only if processed by consent or contract and only information provided by the data subject).
* ***The right to object.*** You can object to your data being processed, in particular in relation to direct marketing.
* ***The right not to be profiled.*** You have the right not to be subject to a decision based on automated processing.

Should you wish to exercise any of the above listed rights, please contact our Data Protection Officer:

PO Box 28040, Edinburgh South East, EH16 4RY

0131 669 9400

datacontroller@20schemes.com

**CV**

|  |  |
| --- | --- |
| Please supply a full CV with this document. | Please tick/initial to confirm |

**GENERAL INFORMATION**

General information about you, the applicant.

|  |  |  |
| --- | --- | --- |
| Name (Prefix): | Name (First): | Name (Middle): |
| Name (Last): |  |
| Email: |  |
| Phone: |  |
| Address (Street Address): |  |
| Address (Address Line 2): |  |
| Address (City): |  |
| Address (Postal Code): |  |
| Address (Country): |  |

**CURRENT CHURCH INFORMATION**

Please provide us with some information about your current church.

|  |  |
| --- | --- |
| Church Name: |  |
| Church Address (Street Address): |  |
| Church Address (Address Line 2): |  |
| Church Address (City): |  |
| Church Address (Postal Code): |  |
| Church Address (Country): |  |
| Church Phone: |  |
| How long have you attended this church? |  |

**Education and Training**

Secondary School

|  |  |
| --- | --- |
| Name of School  | Qualifications Attained  |
|  |  |
|  |  |

College/University

|  |  |  |
| --- | --- | --- |
| Name of College/University  | Completed?[yes/no] | Course Studied and Qualifications Attained  |
|  |  |  |
|  |  |  |

**Current Employer**

Name:

Address:

Postcode:

Job Title:

Pay:

Length of time with Employer:

Reason for leaving:

Duties:

**Employment History**

List any previous work or volunteer experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your Position  | Employer | Address | Dates of Service | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Job Skills/Qualifications**

List any skills and qualifications you possess which you think would be suitable for the position for which you are applying.

|  |
| --- |
|  |

**REFERENCES**

Please give the names and contact details of 3 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

**REFERENCE 1**

Your first referee should be your Pastor/Elder. Please ask your pastor if they are happy to provide us with the information below before completing this section.

|  |  |
| --- | --- |
| Pastor or elder? | Pastor / elder (Delete as applicable) |
| Name (Prefix): | Name (First): |
| Name (Last): |  |
| Reference 1 Address (Street Address): |  |
| Reference 1 Address (Address Line 2): |  |
| Reference 1 Address (City): |  |
| Reference 1 Address (Postal Code): |  |
| Reference 1 Email: |  |
| Reference 1 Phone: |  |

**REFERENCE 2**

Your second referee should be your Employer. We will not ask your current employer until we get your permission. If you have recently left education and do not have a current employer, then please provide an education referee.

|  |  |
| --- | --- |
| Name (Prefix): | Name (First): |
| Name (Last): |  |
| Reference 2 Occupation: |  |
| Reference 2 Address (Street Address): |  |
| Reference 2 Address (Address Line 2): |  |
| Reference 2 Address (City): |  |
| Reference 2 Address Postal Code): |  |
| Reference 2 Email: |  |
| Reference 2 Phone: |  |

**REFERENCE 3**

Your third referee can be a co-worker, personal friend, family member, or other. Please ask them if they are happy to provide us with the information below before completing this section.

|  |  |
| --- | --- |
| Name (Prefix): | Name (First): |
| Name (Last): |  |
| Reference 3 Occupation: |  |
| Reference 3 Address (Street Address): |  |
| Reference 3 Address (Address Line 2): |  |
| Reference 3 Address (City): |  |
| Reference 3 Address Postal Code): |  |
| Reference 3 Email: |  |
| Reference 3 Phone: |  |

**DECLARATION AND SIGNATURES**

|  |  |
| --- | --- |
| I have read and agree with the Statement of Faith*It is an occupational requirement for the post holder to be a Christian and that you can declare wholehearted acceptance of Niddrie Community Church Statement of Faith.* | Please tick/initial to confirm |
| I confirm I am eligible to work in the UK | Please tick/initial to confirm |
| I confirm that all the information given in this application is true and complete to the best of my knowledge and belief. | Please tick/initial to confirm |
| I acknowledge that the failure to fully disclose any matters relevant to this application which, in the opinion of 20schemes, is detrimental to the ministry, may lead to any offer or contract being withdrawn at any stage. | Please tick/initial to confirm |
| Please tell us if there are any dates when you will not be available for interview |  |
| If you require any arrangements when attending an interview, please give details.  |  |
| Niddrie Community Church is committed to safeguarding. All applicants will be subject to vetting and disclosure checks.  |  |
| Applicant's Signature: |  |
| Date: |  |

Please complete this form and upload securely along with your CV using this link:

[PRODUCTION\_TECHNICIAN](https://20schemes-my.sharepoint.com/%3Af%3A/p/hr/EiYek6VrU65MvZesnQ4oUe0BZ5COe-e4wvjT_cfhiHn4Mg)

CV’s submitted without a form cannot be a considered as an application.

If you have any questions, then please contact Apply@20schemes.com