

**Diocese of Brechin**

**The Scottish Episcopal Church**

**in the City of Dundee, Angus, the Mearns and Carse of Gowrie**

**Bishop: The Right Reverend Dr Nigel Peyton**

[www.brechin.anglican.org](http://www.brechin.anglican.org)

Scottish Charity SC016813

This application form must be completed with details of two referees, of whom one must be from the present or most recent employer.

In addition to the application form, please send your curriculum vitae (CV) accompanied by a letter for the attention of the Bishop, The Right Reverend Dr Nigel Peyton, stating the reasons for the applicant’s suitability for the post.

The application can be emailed to [office@brechin.anglican.org](mailto:office@brechin.anglican.org) or be posted to The Diocesan Centre, 38 Langlands Street, Dundee DD4 6SZ.

**Application Closing Date: Monday 26th September 2016**

**Interviews to be arranged.**

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| --- | --- |
| Post applied for | **Personal Assistant to the Bishop of Brechin** |
| Full name with title |  |
| Address including postcode |  |
|  |  |
|  |  |
| Daytime Telephone Number |  |
| Evening Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Certificates/Qualifications |  |
| Present Post |  |
| Organisation |  |
| Date of Appointment/Leaving |  |
| Main Responsibilities |  |
| Current Salary/Wage |  |
| Previous posts held in last 6 years including reason for leaving. |  |
| (If no posts held within last 6 Years please specify reason) |  |
| Please state your reasons for applying for this post. What you write and how you write it will help those making the appointment build up a picture of you. |  |
| Do you have the right to work in UK? | Yes  No  Note: All employees are obliged to provide original documentary evidence of their right to work in the UK, prior to commencing employment. |
| Are there any restrictions on your right to work in the UK? | Yes  No  If yes, please provide further information. |
| Is there any other information which you consider we should be aware of in connection with your application? |  |
| **First Referee** |  |
| Name and Position |  |
| Address |  |
|  |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |
| **Second Referee** |  |
| Name and Position |  |
| Address |  |
|  |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |