

SOUTH EAST SCOTLAND AREA MEETING
of the Religious Society of Friends (Quakers) in Britain
Scottish Charity Number SC019165

EDINBURGH QUAKER MEETING HOUSE
7 Victoria Terrace, Edinburgh EH1 2JL

Application for Post of Meeting House Manager

JOINT OR JOB SHARE APPLICATIONS WELCOME (each applicant for a job share should complete a separate form)

Please complete this form in black.

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

PLEASE USE BLOCK LETTERS FOR NAMES AND ADDRESSES

Surname:

First name(s):

Present address:

Email:

Postcode:

Tel:

Mobile No:

Are you applying:

As an individual for the position of Manager

OR

To share the position of Manager with _____

Please delete whichever does not apply.

CURRENT / MOST RECENT EMPLOYMENT

Dates	Name & address of employer	Position held	Reason for leaving/period of notice required
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	Reason for leaving

QUAKER EXPERIENCE

Please give details of any experience you have had with Quaker Meetings, work or events. If you have held positions of responsibility (including voluntary roles), please list them.

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

OTHER VOLUNTARY / UNPAID WORK

Please give details of activities and positions held:

RELEVANT TRAINING AND EDUCATION

Please give details of any relevant qualifications/training undertaken with dates, e.g. food hygiene, First Aid.

IT EXPERIENCE

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

OTHER INFORMATION

Special areas / subjects of personal interest to you?

Are you legally eligible to be employed in the United Kingdom?

REFEREES

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 it would be helpful if one were a member of the Religious Society of Friends. **We may take up references for shortlisted candidates prior to interview – please indicate if you would prefer us not to do so until afterwards.**

	Employer referee	Second referee	
Name: Address: Tel: Email:			

Please enlarge here or in a supporting letter on

your reasons for applying for this post

how you meet the person specification

and the particular qualities you think you can bring to the role.

Please continue on additional sheets if necessary.

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

Date:

Signature:

The completed application form should be returned, preferably by email to: sesam-emh-management-committee@googlegroups.com, or by post to Meeting House Management Committee, Edinburgh Quaker Meeting House, 7 Victoria Terrace, Edinburgh EH1 2JL, marked 'Confidential'. If returning by email, you will be asked to sign the application form at interview. **Closing date: 15 September 2024.**

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