**EDINBURGH NORTHWEST KIRK**

**APPLICATION FORM**

POST : **FACILITIES OFFICER** JOB TYPE **PERMANENT**

SALARY/RATE OF PAY : **£29,000 PER ANNUM** HOURS : **35HR/WK**

LOCATION : **EDINBURGH NORTHWEST KIRK** Full-time / part-time

RESPONSIBLE TO : **KIRK SESSION OF EDINBURGH NORTHWEST KIRK**

EDUCATIONAL & EXPERIENCE REQUIREMENTS :

**SEE JOB DISCRIPTION**

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APPLICANT’S SURNAME : ……………………………D.O.B : .………………...

FIRST NAME : ………………………….. …………………………………………..

DATE OF BIRTH : …………………………………………………………………...

SHORT STATEMENT OF REASONS FOR APPLYING :

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EDUCATIONAL / PROFESSIONAL QUALIFICATIONS :

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RELEVANT EXPERIENCE :

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CURRENT EMPLOYMENT (include notice required) :

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REFEREES (names, addresses, phone / email)

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Notes :

1. successful applicants will be required to have a PVG check (Protection of Vulnerable Groups) before taking up the post.
2. Edinburgh Northwest Kirk complies with the current data protection regulations, has a data protection policy, a privacy policy and a data retention policy (accessible on the Kirk website)

Completed applications to be sent to the Kirk Office at office@cramondkirk.org.uk.

Please put your full name and the post you are applying for in the e-mail subject and save your application form with your name as part of the document title.

The deadline for applying for this post is 5pm on Monday, 25 August 2025