

HOW TO APPLY

Please read through all the information carefully **before** beginning your application.

If you then decide you wish to apply for the position, please complete the enclosed application form. You should fill in the form step by step, noting the following points:

- Make sure the information given is accurate by checking for errors after you have filled in the form.
- **The supporting statement is your opportunity to 'sell' yourself.** In answering this section, it is important to provide evidence of your knowledge and skills as they relate to the post. Merely stating that you are good or competent at something will score fewer points than if you are able to support your statements with work based examples. Please do not assume that we have prior knowledge of your capabilities.
- If you need to use additional sheets for the supporting statement (and elsewhere on the application form) then please do so clearly stating which part of the application form the sheet relates to.
- Please do not attach a CV as it will not be accepted.

Applications, marked 'Confidential' on the envelope (if sent as a hard copy), should be sent to:

**The Synod Clerk
URC Thames North Synod
St Paul's United Reformed Church
Newton Road
Bayswater
London
W2 5LS**

Email: officemanager@urcthamesnorth.org.uk

Applications need to be received by 5 pm of the day on 12 May 2017

Short-listing will be carried out thereafter and all applicants will be contacted following this. Interviews will be held in the week commencing 22 May 2017

Those invited to attend an interview will be required to come to the Synod Office at
St Paul's United Reformed Church, Newton Road, Bayswater, London W2 5LS

NB: Please note that shortlisted applicants must bring with them their proof of eligibility to work in the United Kingdom at the point of interview. This is most commonly a UK passport, but more information on this can be found at <https://www.gov.uk/check-job-applicant-right-to-work> .

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