

### **SYNOD PROPERTY ADMINISTRATOR APPLICATION PROCESS**

#### **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 contact Lauren Kane at the email address: [office@urcsouthern.org.uk](mailto:office@urcsouthern.org.uk) Or see the Synod Website: [www.southernsynodurc.org.uk](http://www.southernsynodurc.org.uk)

**Application Forms** need to be received by **12 noon on Thursday 31 May 2018**.

(You may send a CV with a covering letter in addition to filling the application form.)

**Interviews** will be held on **Thursday 21 June 2018** at the **Synod Office in Croydon**.

We should be grateful if you would complete and return the enclosed Equal Opportunities Monitoring form. Completion is entirely voluntary.

### **INTERVIEW PROCESS**

**ONCE WE HAVE RECEIVED THE APPLICATION FORM, WE WILL EMAIL AN ACKNOWLEDGEMENT.**

1. After the advertised deadline date, all Application Forms will be processed. Late forms, however, will not be considered.
2. Shortlisted applicants will be contacted by the Synod Clerk to be notified of interview times and the format of the interview.
3. Unsuccessful applicants may be contacted by the Synod Clerk in the form of a letter/email.
4. Once all interviews have taken place, applicants will be contacted and told of the outcome by phone/letter and a provisional job offer will be made to the successful applicant.

**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. Please see attached notes for more details.**