

**COUNTY ECUMENICAL OFFICER**

**FOR ESSEX AND EAST LONDON**

#### Applications

* Must be e-mailed *and* a signed copy sent by post.
* Must be made in black ink on the correct application form for the post. Handwritten, typed or word-processed applications are all acceptable, as long as a Word or pdf version is sent electronically. CVs will not be accepted.
* The signed hard copy (and the e-mailed version) must be received by 9.00 am on Tuesday 23 September 2014.
* Late applications cannot be considered, even if the e-mailed version has been sent in advance. An application is not valid until the signed hard copy has been received.
* Will be acknowledged by e-mail within five working days.
* Should be posted to: CTEEL Application, Rev Anne Brown, 1 Friars Wood, Bishops Stortford, Herts CM23 5AZ. Please mark the envelope CONFIDENTIAL.
* And should be e-mailed to anne.brown@behdistrict.org.uk with the subject line of: CTEEL CEO application. Applications without this subject line may not be considered.
* Shortlisting will take place on Wednesday 24 September 2014. Applicants will be advised if they are being called to interview within five working days.
* Interviews will be held during the afternoon of 15 October 2014. It is likely that these will take place at the Beds, Essex & Herts Methodist District Office, Stansted House, Stansted Airport, Essex CM24 1AE.

20 August 2014