****

**ECUMENICAL**

**DEVELOPMENT OFFICER**

**FOR MYCOUNTY**

#### Applications[[1]](#footnote-1)

* 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[[2]](#footnote-2).
* 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 by post.
* Will be acknowledged by e-mail within five working days.
* Should be posted to: CEO[[3]](#footnote-3) Application, name and address[[4]](#footnote-4). Please mark the envelope CONFIDENTIAL.
* And should be e-mailed to insert e-mail address with the subject line of: 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 give clear address of venue, including postcode. If a church, pinpoint it on the road by saying something like ‘opposite Tunnel Road’.

Template dated 10 August 2015

1. This document is part of the employment documentation. Allow at least three weeks, preferably a month, between publicising the job and the application deadline. Then give yourself at least a week to read the paperwork before the shortlisting conference and another fortnight before the interviews to allow candidates to book trains and prepare any presentation you may ask for. Fix the shortlisting and interview dates with the interviewers before advertising the job in case suitable dates mean you can make the application deadline later. [↑](#footnote-ref-1)
2. Be clear about the time and date and don’t accept late applications unless there is an extraordinarily good reason. You need your CEO to be dependable and if they can’t manage this, it is likely they will let you down in other ways too. [↑](#footnote-ref-2)
3. Better to put the name of your County here and in the subject line of the e-mail. [↑](#footnote-ref-3)
4. Normally the person who is also e-mailed so they can check that both have arrived. [↑](#footnote-ref-4)