

Expression of Interest Form for:

**Synod Secretary**

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| **PERSONAL DETAILS** | |
| **Title and surname** | **First names** |
|  |  |
| **Address:** | |
|  | |
| **Telephone numbers (home, mobile etc)** | **E-mail address** |
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| **RELEVANT PROFESSIONAL QUALIFICATIONS AND POSTS HELD**  Please give details of qualifications and posts held which support your application  (Maximum 150 words) |
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| **OTHER RELEVANT SKILLS, KNOWLEDGE, AND PROVEN ABILITY**  Please give details of any other particular skills, knowledge and proven abilities you have which support your application (Maximum 250 words) |
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| **WHY ARE YOU APPLYING FOR THIS VOLUNTEER ROLE, AND WHAT WOULD YOU BRING TO IT?**  (Maximum 150 words) | | |
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| **CHURCH INVOLVEMENT - CURRENT AND PREVIOUS**  Please give details of your involvement (if any) in church life, activities and committees, including any positions of responsibility you hold or have held in the past. (Maximum 150 words) | | | |
| Current involvement | | | |
|  | | | |
| Past involvement | | | |
|  | | | |
| **Referees**  Please give the name and contact details of **2 referees** (one who has knowledge of your professional skills) who can be contacted for a character reference. References will be taken up following an appointment. | | |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Position** |  |  |
| **Email** |  |  |
| **Phone** |  |  |

If appointed to this work you will be asked to sign the following declaration, and also invited to complete a confidential equal opportunities form which will be used for monitoring purposes.

I declare that:

I am willing to volunteer for the role of Synod Secretary.

I understand this is an unpaid voluntary position (however all authorised direct expenses will be reimbursed).

I will endeavour to engage fully in this work, and volunteer my time to prepare for and attend meetings as required. When unable to attend any particular meeting I will give

reasonable advance notice.

I am willing to travel to attend meetings in different locations in Sheffield District as mutually agreed.

I am willing to be contacted by phone and email to fulfil the responsibilities of the position.

I am sympathetic towards the aims of the Methodist Church, and understand that the Methodist Church preserves its heritage to actively further these aims.

I am legally entitled to be residing in Britain.

I certify that all the information that I have given is correct and that any misleading or false statements may be sufficient grounds for cancelling any agreements made.

Signed:........................................................................Date..........................

Please complete & return by email to: admin@sheffieldmethodist.org

By Wednesday 17 January