|  |  |
| --- | --- |
| POST APPLIED FOR: | CLOSING DATE: |

# \\T-SERVER\RedirectedFolders\Naomi.hardingham\My Documents\My Pictures\Tiphereth Logo.jpgTIPHERETH CAMPHILL COMMUNITY

# APPLICATION FORM

## Please return completed application form to:

Supported Living (Administrator)

Tiphereth, 55 Torphin Road, Colinton, Edinburgh EH13 0PQ

Or by email to: [admin@tiphereth.org.uk](mailto:admin@tiphereth.org.uk)

## PERSONAL DETAILS:

|  |
| --- |
| Surname: |
| Forenames: |
| Address: |
| Telephone: |
| Mobile phone: |
| Email address: |

## QUALIFICATIONS / TRAINING:

|  |  |  |
| --- | --- | --- |
| Date | Name of institution | Course/ Qualification /  Grade awarded |
|  |  |  |

## PRESENT OR MOST RECENT EMPLOYMENT /VOLUNTARY WORK:

|  |  |  |  |
| --- | --- | --- | --- |
| Name & address  Of employer | From | **To** | Job Title; Description of duties  & responsibilities |
|  |  |  |  |
| * Part Time * Full Time | |
| Current/most recent salary:  ………………………… | |

## PREVIOUS EMPLOYMENT:

Please include any non-paid voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & address of employer | From | To | Part / Full time | Job Title; Description of duties  & responsibilities & reason for leaving |
|  |  |  |  | Continue on a separate sheet if necessary and account for any gaps in employment |

## OTHER INFORMATION:

|  |
| --- |
| What are your interests and spare-time activities? |

Do you hold a current driving licence? (*Please tick as appropriate*)

|  |  |  |  |
| --- | --- | --- | --- |
| Manual  □ Yes □ No | Automatic  □ Yes □ No | Car-group b  □ Yes □ No | Mini-bus d1  □ Yes □ No |

Please list any endorsements

|  |
| --- |
|  |

## SUPPLEMENTARY INFORMATION:

|  |
| --- |
| In support of your application please outline the qualities and experience which you consider make you suitable for this post, and why you are applying for work at Tiphereth. Please refer to the Person Specification and provide evidence of how you match these.  Please continue on another sheet (or back of this form). |

## REFERENCES:

Please give the name, address and telephone number(s) of two referees, one of which must be your present or most recent employer.

|  |  |
| --- | --- |
| Name |  |
| Position in company |  |
| Company name |  |
| Address |  |
| Telephone number |  |
| e-mail address |  |

|  |  |
| --- | --- |
| Name |  |
| Position in company |  |
| Company name |  |
| Address |  |
| Telephone number |  |
| e-mail address |  |

If you are called for interview, your referees will be approached for a confidential reference; by returning the application form it is assumed your permission is given to do so.

Please indicate the amount of notice you need to give your present employer

|  |
| --- |
|  |

This appointment is subject to a Disclosure Scotland check under the PVG scheme.

Are you currently a member of the PVG scheme? □ Yes □ No

|  |
| --- |
| The information given in this application form is correct and complete to the best of my knowledge and belief.  SIGNATURE: DATE: |