|  |  |
| --- | --- |
| POST APPLIED FOR  Day Service Co-Worker – please tick   * Post 1 * Post 2 * Post 3 | CLOSING DATE: 9am Mon 28th January 2019 |

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

# APPLICATION FORM

## Please return completed application form to:

Daria Listos (Administrator)

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

Or by email to: [daria.listos@tiphereth.org.uk](mailto:daria.listos@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:

It is important that we know all your employment history from leaving school. Please outline your employment history including any periods of voluntary work, unemployment and any gaps from when you left school. 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:

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

|  |
| --- |
|  |

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

## STATEMENT IN SUPPORT OF APPLICATION:

|  |
| --- |
| Please use this section to outline your experience, skills and knowledge relevant to the job with reference to the person specification. |

**Personal Profile Sheet**

We are committed to involving the people who use our services in the recruitment process. This profile provides them with a short statement about yourself giving you the opportunity to tell us a bit about yourself.

This profile will be detached and used to make your application accessible to the people we support – we use the term ‘members’ - who will be interested in finding out the skills and experience you have which relate to this job.

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s) |  | Surname |  |

|  |  |
| --- | --- |
| Why do you want this job with Tiphereth? | It would be helpful to attach your photograph here |
|  |  |

|  |
| --- |
| What qualifications and experience do you have for supporting people? |
|  |

|  |  |
| --- | --- |
| What 4 skills would you bring that are relevant to the role? | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

|  |
| --- |
| What hobbies and interests do you have? |
|  |

|  |
| --- |
| Please imagine yourself in the position where you need support throughout the day, every day of your life, and identify what would be important to you in order to have your needs met. |
|  |

## 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 |  |

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: |