|  |  |
| --- | --- |
| POST APPLIED FOR  Day Service Co-Worker. Please state which post you are interested in - | CLOSING DATE: 12noon, Monday 18th March 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. |

## 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: |