**The Open Door Application Form**

|  |  |
| --- | --- |
| **ROLE APPLYING FOR:** | |
| **Personal Details** | |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Mobile phone: |  |
| E-mail: |  |
| Where did you see this post advertised?: | |

|  |
| --- |
| **Relevant education, professional or vocational training etc.**  (Please give details of qualifications and training obtained by you that are relevant to this post.) |
| **Current Employment**  Present / most recent employer:  Address:  Job Title:  Date of taking up post:  Date of leaving post (if relevant):  Salary:  Brief description of your responsibilities: |
| **How well do you meet our person specification?**  (This is the most important section of your application. Please provide specific examples, with reference to your professional, voluntary, academic or personal experiences, on how well you meet the points outlined in the person specifcation. Please use headings to signpost clearly each of the points you are addressing) |

|  |  |
| --- | --- |
| **Previous employment or experience relevant to this post which would support your application.**  This may include previous employment, volunteering, membership of professional bodies, life experience or special interests relevant to this post. Please include dates of starting and leaving each paid and voluntary role | |
| **References:** Please give names and addresses of two referees, **one of whom should be your present/most recent employer**. References will only be taken up for the successful applicant. Please note this post is subject to satisfactory PVG check. | |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email: |  |
| Relationship: |  |
| Name: |  |
| Address |  |
| Postcode |  |
| Telephone: |  |
| Email: |  |
| Relationship: |  |

|  |
| --- |
| **I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, dismiss without notice.**  Signed: Date: |

**Return completed application form (not a CV) to:**

Simon Warr, Operational Manager

The Open Door, 420 Morningside Road, Edinburgh, EH10 5HY

[simon.warr@theopendoor.org.uk](mailto:simon.warr@theopendoor.org.uk)