# A close up of a logo Description automatically generatedTIPHERETH CAMPHILL COMMUNITY

# APPLICATION FORM - APP01

**POST APPLIED FOR:……………………….**

## Please return completed application form to:

Human Resource Administrator

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

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

|  |
| --- |
|  |

**OTHER INFORMATION:**

|  |
| --- |
| What are your interests, hobbies 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. |

VALUES AND BELIEFS:

We would like you to indicate your personal philosophy of care and support by completing the following statements:

|  |  |
| --- | --- |
| I believe that my role in relation to the people I support is: |  |
| I believe that a good relationship between myself and the people I work with depends on: |  |
| I believe that Tiphereth’s service users family and relatives would like from me: |  |
| I believe that a good working team is created by: |  |
| As a member of a team, I feel valued when: |  |
| My other beliefs and values of relevance this post are: |  |

## 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

|  |
| --- |
|  |

Criminal Record

Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none please state. In please state. In certain circumstances employment is dependent on obtaining a satisfactory enhanced disclosure form Disclosure Scotland.

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

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

Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with the utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is protected in line with the data protection principles within current data protection legislation.
3. Should you application be unsuccessful your application containing personal data will be deleted from our electronic systems and paper copies securely destroyed within one week of notification. We hold this data for one week to facilitate effective interview and application feedback if requested.
4. A copy of the privacy notice pertaining to job applicants is attached to this application.

|  |
| --- |
| Declaration (Please read this carefully before signing this application)   1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. 3. I agree that should I be successful in this application; I will be required to apply to join the PVG scheme / undertake a scheme record update with Disclosure Scotland. I understand that should I fail to do so, or should the disclosure not be satisfaction of Tiphereth any employment offer may be withdrawn, or my employment terminated.   SIGNATURE: DATE: |

**Equal Opportunity Monitoring**

Private and Confidential

|  |  |  |
| --- | --- | --- |
| **Position Applied For:** |  | **Reference Number:** |
|  |  |  |

We, Tiphereth are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting Tiphereth on 0131 441 2055 or emailing admin@tiphereth.org.uk.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
| **Print Name:** |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I would describe my sex and ethnic group as:**  **(Please tick one box for your sex and one box for your ethnic group)** | | | | | | | | | | | | |
| **Sex** | **Male:** | |  | |  | | | | | | |
| **Female:** | |  | |  | | | | | | |
| **Prefer not to say:** | |  | |  | | | | | | |
|  |  | | | |  | | | | | | |
| **Ethnicity** | **White** | | | | **Mixed** | | | | **Asian, Asian British, Asian Scottish, Asian English or Asian Welsh** | | | |
| **English:** | | |  | **White/Black Caribbean:** | | |  | **Indian:** |  |  | |
| **Scottish:** | | |  | **White/Black African:** | | |  | **Pakistani:** |  |  | |
| **Welsh:** | | |  | **White/Asian:** | | |  | **Bangladeshi:** |  |  | |
| **Irish:** | | |  |  | | | | | | | |
|  | | | | **Black, Black British, Black English, Black Scottish or Black Welsh** | | | | **Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh** | | | |
| **Caribbean:** | | |  | **Chinese:** |  |  | |
| **African:** | | |  |  | | | |
| **Other Ethnicity (please specify)** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Prefer not to say: | | | | | |  | | | | | |