**Overview**

The following document is to be used only for the purpose of recruitment with **Edinburgh Tenants Federation (ETF).**  The details that you provide will only be used by ETF and will not be shared with anyone else unless consent is given.

Your details will be stored **during the recruitment process for the role applied for**, and if successful **throughout the duration of your employment with ETF.**

Your information will be retained for a period of (insert timescale e.g 12 months after recruitment process), after which it will be securely deleted or destroyed.

**Who can access your data:** This information will be accessible only to staff involved in monitoring equality and diversity statistics and will be kept separate from application and employment records used for decision-making.

You have the right to request access to the data we hold about you, to correct any inaccuracies, to request erasure of your data, and to withdraw your consent at any time. For further information, to exercise your rights, or to make a complaint, please contact info@edinburghtenants.org.uk

**Thank you for your co-operation.** If you need support to complete this form, please contact ETF at info@edinburghtenants.org.uk or 0131 475 2509.

**About you**

Please complete.

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Address** |  |
| **Town** |  |
| **Postcode** |  |
| **Phone** |  |
| **May we contact you via phone during the day?** | Yes [ ]  | No [ ]  |
| **Email** |  |

|  |
| --- |
| **What are your pronouns?** |
| She/Her |
| He/Him |
| They/Them |
| Let me type… |
| I prefer not to say |

**Education**

Please outline your qualifications, including secondary school.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Institute or body awarding qualification** | **Subjects and qualifications obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment history**

|  |
| --- |
| **Please outline your current or most recent employment and main areas of responsibilities** |
| **Employer:** | **Job Title:** | **Dates of employment:** |
|  |

**Please outline details of any past full or part time employment, beginning with your last job.**

Continue a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Job Title** | **Dates of employment** | **Main areas of responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Skills and experience**

|  |
| --- |
| **Use the space below to tell us why you have applied for the role and the qualities that you could bring. Please provide a description of your skills, knowledge, and experience.** |
| Continue a separate sheet if necessary. |

|  |
| --- |
| **Please provide any supporting information** |
| Continue a separate sheet if necessary. |

**References**

**Please give the names and addresses of two people who can comment on your suitability** on this post. One of these must be your present or most recent employer.

|  |  |
| --- | --- |
| **First Reference Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Telephone** |  |
| **Email** |  |
| **May we contact this referee before interview?** | Yes [ ]  | No [ ]  |

|  |  |
| --- | --- |
| **Second Reference Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Telephone** |  |
| **Email** |  |
| **May we contact this referee before interview?** | Yes [ ]  | No [ ]  |

**Additional information**

|  |  |  |
| --- | --- | --- |
| **Do you possess a current, full driving licence?**  | Yes [ ]  | No [ ]  |

|  |
| --- |
| **Please detail where you saw this post advertised** |
|  |

**Declaration**

[ ]  I declare that all the information provided on this application form is correct to the best of my knowledge.

|  |  |
| --- | --- |
| **Please sign** |  |
| **Date** |  |

**Thank you for taking the time to complete this Application form.**

Please return this to ETF at **info@edinburghtenants.org.uk** or by post to **ETF, Norton Park, 57 Albion Road, Edinburgh EH7 5QY**. Please mark your email or envelope “RECRUITMENT”.

Your application will be considered by ETF, and we will be in touch soon.

**Edinburgh Tenants Federation**

**Norton Park**

**57 Albion Road**

**Edinburgh**

**EH7 5QY**

[**www.edinburghtenants.org.uk**](http://www.edinburghtenants.org.uk)

**info@edinburghtenants.org.uk**