**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.**

**Thank you for your co-operation.** If you need support to complete this form, please contact Ilene Campbell 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:** |
|  |

**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** | **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**