

# THE NOTRE DAME CENTRE

## APPLICATION FOR THE POST OF PLAY THERAPIST - FULL TIME (negotiable)

Please return completed form to:

The Notre Dame Centre, Parkhouse Business Park,  
Kelvin House, 419 Balmore Road, Glasgow, G22 6NT  
info@notredamecentre.org.uk  
**(Mark for the personal attention of Margaret Brown)**

**Note:** Please use **black ink** and **BLOCK LETTERS** or typescript. All applicants must complete the application form, CV's will not be accepted unless with a completed application form. If required one further additional A4 sheet may be submitted in addition to this application.

### A. PERSONAL DETAILS

<u>SURNAME:</u>	<u>FIRST NAME(s):</u>
<u>PRESENT ADDRESS:</u>	<u>WORK TEL NO:</u>
<u>POST CODE:</u>	<u>HOME TEL NO:</u>
	<u>MOBILE TEL NO:</u>
	<u>E-MAIL ADDRESS:</u>
	May we contact you at work? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you hold a current full driving licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**B. QUALIFICATIONS**

<u>Dates</u>	<u>Institution (i.e. College/University)</u>	<u>Qualifications Gained</u>

Membership of Professional Institutes/Bodies

<u>Name of Institution/Body</u>	<u>Current Status</u>	<u>Date Awarded</u>

**C. EMPLOYMENT**

Job Title	Employer (Name & Address)	Dates From      To	Reason for Leaving

## Current Employment Details

Job Title:

Name & Address of Employer:

Salary:

Date of Employment:

Period of Notice Required:

Current Duties:

## D. EXPERIENCE OF WORKING THERAPEUTICALLY

Please give examples of your therapeutic work with children, young people and families.

## E. TRAINING & STAFF DEVELOPMENT

Please give examples of training and staff development initiatives you have taken part in/attended in the last five years.

## F. RELEVANT SKILLS, KNOWLEDGE AND ABILITIES

Please provide examples of your work or other activities which demonstrates your skills, knowledge and ability to undertake the functions specified in the enclosed job description.

## 6. SUMMARY

Please summarise what attracted you to apply for the post and the contribution you feel you will make to the work of the Notre Dame Centre.

Please give any other information you consider relevant to your application.

## H. REFERENCES

Please give details of 2 people (not relatives or friends) whom we can approach for references, one of which must be your current employer.

Are you willing for your referees to be contacted in advance of the interview  YES  NO

NAME:	NAME:
POSITION:	POSITION:
ORGANISATION:	ORGANISATION:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
E-MAIL:	E-MAIL:
RELATIONSHIP TO APPLICANT:	RELATIONSHIP TO APPLICANT:

Have you ever been convicted of a criminal offence (other than a motoring offence) which is not a spent conviction within the Rehabilitation of Offenders Act 1974?  YES  NO

Failure to declare such a conviction may disqualify you from employment or render you liable to instant dismissal.

All appointments made to the Centre are subject to a satisfactory enhanced Disclosure Certificate (PVG) being issued by Disclosure Scotland.

Please check all the answers you have given on this application form and read the statement below carefully before signing it.

*The facts contained in this application for employment are, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment or render me liable to instant dismissal.*

**APPLICANTS SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Data Protection Act: By signing this application I agree to the Notre Dame Centre keeping data about me to be used for personnel and administration purposes. All data held by the Notre Dame Centre is not revealed to any individual or organisation other than required by statute.