

# Tandem Befriending

Registered Charity No. 1078112

Registered Address Manzil Way, Oxford, OX4 1YH

## Job Application Form

Please write clearly or type. We will not be accepting copies of CVs.

The closing date for applications is **Sunday 30 June 2019**. We anticipate interviews being held in the week commencing **15 July 2019** Please return your completed form via email to [pruesykes@outlook.com](mailto:pruesykes@outlook.com) or by post to *Prue Sykes, Tandem Befriending, C/o Restore, Manzil Way, Oxford, OX4 1YH*

**Application for the post of:** Tandem Co-ordinator, Fixed Term, 12 months

### Your details

Title: Mr, Mrs, Miss, Ms, Dr:

Surname:

First Names:

Address:

Postcode:

Telephone number:

Email address:

National Insurance Number:

### References

We will require references from two individuals known to you. We will not approach your referees until after the interview process is completed and only if we have made you a conditional offer. One of your referees must be your current employer [if applicable] For each referee, please provide their full name, address and contact details:

REFEREE 1:

Name:

Position:

Address:

Telephone:

Email address:

REFEREE 2:

Name:

Position:



**Relevant Skills and Experience**

**Please tell us why you are suitable for this position and what you would bring to the role, drawing on your skills and experience.**

**Please write clearly and continue on the following page if necessary**

### **Sickness Absence**

Please give details of the amounts of sick leave you have taken over the past three years. You may state the reasons for your sickness if you wish.

### **Other information**

Where did you see this post advertised?

If appointed, when could you start?

Please tell us what period of notice you have in your current position [if applicable]?