

Please read through the following carefully before completing your application form.

Applications that are not correctly completed will not be considered.

- Application form must be fully completed by Hand in **Black ink**
- A copy of your current CV
- The availability form for the area that you are looking to cover

We do accept applications from areas where we operate even if a vacancy has not been advertised. If you are applying under these terms then please add a note to say that you are happy for us to retain your application form for consideration when we have a vacancy.

If you would like confirmation that we have received your application form then please include a stamped addressed postcard.

Candidates will be notified within 6 weeks of receipt of your application . If you do not hear from TAAS within this time then unfortunately your application has not been successful.

If you are selected for interview you will need to bring the **ORIGINAL** and a **PHOTOCOPY** of the following documents and a photograph. These will be presented at the commencement of the interview and candidates that do not bring both the **ORIGINALS** and a **PHOTOCOPY** will not be interviewed.

- 2 Bills or official documents in the last 3 months showing your name and address.
- Passport sized Photo for ID card
- Current Passport, Driving Licence, Birth or Marriage Certificate.

Completed application forms should be sent to:

HR Department
The Appropriate Adult Service
Barnstones Business Park
Grimscote Road
Litchborough
Northants
NN12 8JJ
DL: 01327 831900
Tel: 0845 6001528
Fax: 01327 831360

Email: info@theappropriateadultservice.org.uk