

## Trainee Application Form 2016 /2017

Before completing the application form please read  
The Applicant Guidance Notes

Closing date for applications is  
12 midday 4th April 2016

Please submit this form electronically to: [practice.manager@nes.scot.nhs.uk](mailto:practice.manager@nes.scot.nhs.uk)

Liz Cook 0141 223 1559  
[elizabeth.cook@nes.scot.nhs.uk](mailto:elizabeth.cook@nes.scot.nhs.uk)  
PA to

National Coordinator Scottish Practice Management Development Network  
NHS Education for Scotland, 89 Hydepark Street, 2 Central Quay,  
Glasgow G3 8BW

**[VTS Recruitment 2016 /2017 - Guidance on Completing the Application Form](#)**

**[Preparing to become a GP Practice Manager Form](#)**

## Your Contact Details

**Title:\***
 Mr
  Mrs
  Ms
  Miss
  Dr
  Prof
  Other:

**First Name:\***

**Surname:\***

**Address:\***

**Postcode:\***

**Home Telephone:\***  **Mobile NO:\***

**Home E-mail:\***

**Work E-mail:\***

**Work Telephone:\***

## Employing General Practice Details

**Practice Name:\***

**Practice Address:\***

**Postcode:\***

**Practice Telephone:\***  **Mobile NO:\***

**FAX:\***

**Practice E-mail:\***

**Practice Population Size:\***
 < 3,000
  3,000 - 8,000
  >8,000

**Which best describes the practice location:\***
 City
  Town
  Rural
  Remote

**Is the practice a Training Practice:\***
 Yes
  No

**Number of GP Principals:\***

**Practice Staffing**

**Employed Drs:\***  **Drs in Training:\***

**Practice Nurses:\***  **HCA's/Phlebotomists:\***





**Describe your achievements and responsibilities within the Practice (including your responsibility for supervising others) -** Write these as clear outcome statements, for example: reorganised front reception and as a result staff rotate into the various posts and fulfil each other's roles as needed, improving productivity.

**Conclude by stating in one or two sentences; My post gives me....**

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompts above. The box is currently blank.

**Statement in Support of Application**

Include here a reflective 500 word statement on "What I want to achieve in my career in the next five years." In writing this, please refer to the Person Specification in the Applicant Guidance Notes.

A large, empty rectangular box with a thin black border, intended for the applicant to write their 500-word reflective statement. The box is centered on the page and occupies most of the vertical space below the instructions.

**Please provide Contact Details of two referees****Referee 1**

**Title:\***  Mr  Mrs  Ms  Miss  Dr  Prof  Other:

**First Name:\***

**Surname:\***

**Telephone:\***

**E-mail:\***

**Referee 2**

**Title:\***  Mr  Mrs  Ms  Miss  Dr  Prof  Other:

**First Name:\***

**Surname:\***

**Telephone:\***

**E-mail:\***

**Relationship / capacity in which you know referee:**

**APPLICANT DECLARATIONS**

**Are you willing to complete an evaluation of your learning while on the programme and complete an appraisal of your Educational Facilitator?**

Yes  No

**I wish to apply for a place on the NES Practice Manager Vocational Training Scheme. I am willing to sign a Learning Contract if my application is successful.**

Yes  No