

APPLICATION FOR EMPLOYMENT

Please type or print clearly in black ink and complete every section.
(Please note CV's will not be accepted)

Application Number:
Job title:
Location:
Hours:
Salary:
Closing date:



PERSONAL DETAILS

Title:	Mr/Mrs/Miss/Ms/Other
Surname:	
Forename(s):	
Home Address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
E-mail address:	
National Insurance Number:	

Do you hold a current UK driving licence ?	Yes / No
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Where did you see this post advertised ?
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Are you related to or a partner of any employee at P3? If so, please give details:

EDUCATION AND TRAINING

(Please give your most recent educational experience first)

School/College/ University	From	To	Course Title/Subject	Results Achieved

OTHER TRAINING

(Relevant to the post which you are applying for)

Courses Attended	From	To	Details of Courses

PARTICULARS OF PRESENT OR LAST EMPLOYMENT

Name and Address of Employer:
Post title:
Date appointed:
Date left (if appropriate):
Reason for leaving:
Notice required:
Brief description of duties and responsibilities:

EMPLOYMENT HISTORY

Please start with your most recent employment and include any full time / part time work.

Date started	Date left	Employers name and address	Job title / position held	Reason for leaving

If you have had any breaks in employment, please give the details of these periods & your activities during these times eg. Unemployment, raising family, voluntary work etc

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YOUR SKILLS AND EXPERIENCE

(Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, particularly in relation to any Job Description or Person Specification provided).

(If sufficient space is not provided, 1 separate sheet of information may be attached to your application form).

MEDICAL HISTORY

How many days have you been off work due to sickness in the past 12 months?	
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No. of days	Reason for absence (if you wish to explain)

REFERENCES

Please name 2 persons to whom reference may be made regarding your experience and suitability for appointment to the post. Where applicable, at least 1 of these should be from your present or latest employer. References will only be taken up where a candidate is to be invited for interview.

Referee 1: Name and Address	Referee 2: Name and Address
Position:	Position:
Telephone number:	Telephone number:
May we contact this Referee without authority from you? Yes / No	May we contact this Referee without authority from you? Yes / No

CONFIRMATION

I confirm that the information I have given in this application and on any attachment is correct. I understand that any false statements could result in my application or appointment being terminated. I consent to P3 storing and processing my application details in accordance with its Data Protection Policy and the Data Protection Act (1988)

Signature of applicant: _____

Date: _____

Application No: _____

Monitoring Form

We are an Equal Opportunities Employer. All applicants will be considered on the basis of suitability for the post, regardless of sex, race, age, marital status, religion, disability, or sexual orientation. In order to monitor the effectiveness and success of the Policy, it is important that you complete the questionnaire below. The details given in this part of the form are confidential and will not be considered in any way during the appointment process.

Post applied for: _____

Sex: Male Female **Date of Birth:** _____

Marital Status: Single Married/Civil Partnership Divorced Widowed Separated Partner

Ethnic Origin - I would describe myself as:

White:

British Irish Other please state.....

Mixed:

White/Black Caribbean White/Black African White/Asian Other please state.....

Asian or Asian British:

Indian Pakistani Bangladeshi Other please state.....

Black or Black British:

Caribbean African Other please state.....

Chinese or Other ethnic group:

Chinese Other please state.....

Are you required to have a work permit or are you subject to any conditions relating to your employment in the UK? Yes No

If yes to the above question, do you have a work permit? Yes No

Disability

The Disability Discrimination Act defines a “disabled person” as a person with: “A physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? Yes No

If yes, please describe how the disability affects you. Further, please state if there are any particular arrangements you would like us to make to assist you in the selection process.

Rehabilitation of Offenders Act

The post for which you are applying is likely to involve direct contact with vulnerable people, it is therefore exempt from the Rehabilitations of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and as amended by the Rehabilitation of Offenders Act 1974, (Exceptions) (Amendment) Order 1986. You must therefore provide details of any pending prosecutions or convictions (including cautions, bind-overs, supervision orders or secure orders) which you may have, even if they would otherwise be regarded as ‘spent’ under this Act.

Have you any criminal convictions, cautions, bind-overs, supervision orders, secure orders or pending criminal proceedings?

Yes No

If ‘yes’, please state below the nature of the conviction(s), caution(s), supervision order(s) or pending criminal proceedings with relevant dates.

Signed: _____

Date: _____