

**Personal Assistant
JOB APPLICATION FORM**

This form will be used for short listing, interviewing and pre-employment check purposes. If successful it will become part of your employee record. Signing this application form will confirm that you agree for this form to be used for this purpose.

Post: Personal Assistant Reference No:.....

Please state where you saw the advertisement e.g. Town Crier, newspaper, window, Job Centre etc.

.....

Mr/Mrs/Ms/Miss Full name:.....

Address:

..... Post Code:

Telephone: HomeWork:.....

Email Address:

Do you have access to transport? Yes/ No

Have you ever been placed on the current ISA children's or adults barred list?
Yes/ No

Have you ever been place on any past barred list, i.e. POVA, POCA lists 1999?
Yes/ No

* If you have answered yes to this question please supply details on a separate sheet. Including the date, type of conviction and the outcome.

In the event of your application being successful the information on this form will be used to undertake references and pre-employment checks. You may also be asked to undertake other vetting processes, which will include a Disclosure and Barring Service check through a vetting agency of the employer's choice. In the event of employment, refusal to comply with the vetting process may result in dismissal/ withdrawal of employment offer.

Would you be available to work any of the following:

Weekends: Yes/ No

Sleep overs: Yes/ No

Evenings: Yes/ No

Extra Hours if necessary: Yes/ No

Work at short notice: Yes/ No

Are you interested in working with children Yes / No

Are you interested in working with adults Yes /No

Is there any other information you would like to include in your application.
Please put as much information as possible as a lack of information can halt
progression of your application.

Please state here:

RELEVANT EXPERIENCE (paid or voluntary)
Please use a separate sheet if necessary

REASON FOR APPLYING FOR THIS POST

(Please use a separate sheet if necessary)

REFERENCES: Please give details of two people (one of whom should be a recent employer if possible) who can comment on your suitability for this post. Please state in what capacity these people are known to you e.g. 'present employer'.

1)	2)
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May I contact your employer before interview? Yes/ No

What is the notice period of your current employment?.....

When would you be free to commence employment?.....

DECLARATION:

The particulars entered by me are to the best of my knowledge a true and complete record.

Signature:.....

Date:.....