## JOB APPLICATION FORM

## Post: *Personal Assistant* Reference No: *Click here to enter text.*

Please state where you saw the advertisement e.g. Town Crier, newspaper, window, Job Centre etc: *Click here to enter text.*

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Mr/Mrs/Ms/Miss: *Click here to enter text.*Full Name: *Click here to enter text.*

Address:*Click here to enter text.*

Line 2: *Click here to enter text.*

Line 3:  *Click here to enter text.*

Town/City: *Click here to enter text.*

Post code: *Click here to enter text.*

Home Tel: *Click here to enter text.* Work Tel:*Click here to enter text.*

Mobile Tel: *Click here to enter text.*

Email:*Click here to enter text.*

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Do you have access to transport? *Choose an item.*  
Have you ever been placed on the current

ISA children’s or adults barred list? *Choose an item.*

Have you ever been place on any past barred list

i.e. POVA, POCA lists 1999? *Choose an item.*

*\* 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: *Choose an item.*

Sleep overs: *Choose an item.*

Evenings: *Choose an item.*

Extra Hours if necessary: *Choose an item.*

Work at short notice: *Choose an item.*

Please state the amount of hours you would like to work as a whole or per job, e.g. part-time, full time, ten hours a week, 2 hours a week, etc. Please be as specific as you can. It is helpful to know information such as:

Would you would be willing to work for a number

of different families in order to increase

the amount of hours you work? *Choose an item.*

What is the absolute minimum amount of hours

you are prepared to work for each position? *Click here to enter text.*

May your application form be forwarded to

other employers that are currently advertising for

Personal Assistants within the Direct Payments? *Choose an item.*

Are you interested in working with children? *Choose an item.*

Are you interested in working with adults? *Choose an item.*

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 list any qualifications/training:

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Place of study | Awarding Body | Date |
| *Click here to enter text.* | *Click here to enter text.* | *Click here to enter text.* | *Click here to enter a date.* |
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Please list employment history, starting with the most recent:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from: | Date  to: | Name and address of employer: | Job title/brief description duties: | Reason for leaving: |
| *Click here to enter a date.* | *Click here to enter a date.* | *Click here to enter text.* | *Click here to enter text.* | *Click here to enter text.* |
| *Click here to enter a date.* | *Click here to enter a date.* | *Click here to enter text.* | *Click here to enter text.* | *Click here to enter text.* |
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| *Click here to enter a date.* | *Click here to enter a date.* | *Click here to enter text.* | *Click here to enter text.* | *Click here to enter text.* |

**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’.

**Reference. 1** **Reference. 2**

Name: *Click here to enter text.*  *Click here to enter text.*

Company: *Click here to enter text. Click here to enter text.*

Address: *Click here to enter text.* *Click here to enter text.*

Line 2: *Click here to enter text.* *Click here to enter text.*

Line 3: *Click here to enter text.* *Click here to enter text.*

Post Code: *Click here to enter text.* *Click here to enter text.*

Tel No: *Click here to enter text.* *Click here to enter text.*

Mob No: *Click here to enter text.* *Click here to enter text.*

Email: *Click here to enter text.* *Click here to enter text.*

May we contact your employer before interview? *Choose an item.*

What is the notice period of your current employment? *Click here to enter text.*

When would you be free to commence employment? *Click here to enter a date.*

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**DECLARATION**:

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

Signature: *Click here to enter text.* Date: *Click here to enter a date.*

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**Office Use Only**  
Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ref requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointed Y/N \_\_\_\_\_\_\_\_\_\_\_\_

Shortlisted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ref received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_