APPLICATION FOR EMPLOYMENT

Form AP2

PRIVATE AND CONFIDENTIAL
Return this form to: Operations, Manager, 54 Allendale Road, Herringthorpe Rotherham, South Yorkshire, S65 3BY
Or email to: hannah.massey@ageukrotherham.org

Ref: PA 10

POSITION APPLIED FOR **Personal Assistant 10 hrs**

Surname	Forename(s)	Title

Address

Postcode

Date of birth	**Telephone Number**
NI No.	**E.Mail address:**
Current driving licence? **Groups:** **Expiry Date:**	**Details of endorsements**

Are there any restrictions on you taking up employment in the UK? Yes No (please delete as appropriate)
(If yes, please provide details)

EDUCATION HISTORY

Schools	Qualifications gained

Colleges/Universities	Qualifications gained

Other training

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

EMPLOYMENT HISTORY **(Please complete in full and use a separate sheet if necessary)**

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START/FINISH SALARY	REASON FOR LEAVING
Notice required in current post:				

REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references. (One must be from your most recent employer.)	
1.	**2.**

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

Have you had any periods of absence within the last three years? State length of absence and reason.

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: _____ Date: _____

EQUAL OPPORTUNITY MONITORING

Form EO

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

I would describe my ethnic group and sex as:- (please insert tick for your ethnic group and one tick for your sex)

A) White

☐ English ☐ Scottish
☐ Welsh ☐ Irish
☐ Any other White background, please specify

B) Mixed

☐ White and Black Caribbean ☐ White and Black African
☐ White and Asian
☐ Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

☐ Indian ☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background, please specify

D) Black, Black British, Black English, Black Scottish or Black Welsh

☐ Caribbean ☐ African
☐ Any other Black background, please specify

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

☐ Chinese
☐ Any other background, please specify

F) Sex

☐ Male ☐ Female

Name: **Date:**