# 

# APPLICATION FORM

# CONFIDENTIAL

*This form is intended to enable you to give information about yourself to assist in the PCA’s initial assessment of your suitability for employment. It will also be used as a basis for discussion if you are invited for interview.*

*If you need more space to enter your details, or wish to give additional information, please use a separate sheet.*

## Vacancy details

Position applied for **PERSONAL DEVELOPMENT MANAGER SOUTH WEST REGION**

### Personal details

Surname: First name(s):

Address:

Postcode: E-mail:

Home telephone no: Mobile telephone no:

With discretion, may we contact you at work?Work telephone no:

##### Education Details

##### School/college

Subject (s) Result/Grades

##### Academic/Professional

Subject (s) Result/Grades

###### Other training courses attended

##### Subject (s) Result/Grades

###### Membership of professional bodies

Membership details

#### Employment details

Please detail your most recent employment first. This can include any unpaid or voluntary work that you may have undertaken.

Employer: From/To (mth/yr):

Address:

Type of business:

Post held: Salary/main benefits:

Duties & responsibilities:

Employer: From/To (mth/yr):

Address:

Type of business:

Post held: Salary/main benefits:

Duties & responsibilities:

#### Employment details continued

Employer: From/To (mth/yr):

Address:

Type of business:

Post held: Salary/main benefits:

Duties & responsibilities:

Employer: From/To (mth/yr):

Address:

Type of business:

Post held: Salary/main benefits:

Duties & responsibilities:

### Experience/Skills/Additional Information

Please state how your experience to date makes you a suitable candidate for the post. Where possible please provide examples relating to any previous experience and knowledge gained through paid or unpaid employment, education or leisure interests. If necessary please continue on separate sheets.

**References**

*Please give details of two employment referees, one of whom should be your present or most recent employer.*

Your current employer will only be contacted with your prior agreement.

Name: Name:

Position: Position:

Organisation: Organisation:

Address: Address:

Telephone no: Telephone no:

How soon would you be able to start new employment?

### Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence other than a traffic offence or spent conviction

under the Rehabilitation of Offenders Act 1974? …YES/NO… If so, please give details:

*A conviction will not necessarily be a bar to your obtaining a position.*

I confirm that the information given by me on this form is correct to the best of my knowledge. I understand that if any information is later discovered to be incorrect this may result in the termination of any agreement made between PCA and myself.

Signed: Date:

**PCA EQUAL OPPORTUNITIES MONITORING FORM**

PCA promotes a policy of equality of opportunity to ensure that people are selected for employment on the basis of their suitability and are treated fairly regardless of race, sex, marital status, disability, age, creed or any other aspect not related to job performance.

This form is not used for selection purposes but as a mechanism to monitor and evaluate advertising responses and recruitment decisions made. Please help us by completing it.

Name:

Position applied for:

How did you hear about this vacancy?

**Are you:**

Male  Female

Single  Married

Widowed  Divorced/separated

**Are you:**

Black African  Pakistani

Black Caribbean  Bangladeshi

Black Other  Indian

Other Asian/Chinese  White ⬜

Other (please specify):

**Age range:**

16-19  20-29  30-39

40-49  50-59  60+

Do you consider yourself to have a disability?

Do you require any special facilities when attending interview?