

APPLICATION FORM

***Whether or not a CV or other documentation is attached, please complete this form in full.***

|  |
| --- |
| Post applied for: ………………………………. Place of Work: ………………………………………Full time or part time: ……………………………….If Part-time, hours per week required:………………………………How did you hear about this vacancy? ......................................................................................................................... |

**Personal Details**

|  |
| --- |
| Surname: …………………………………………………………..Preferred Title: Mr/Miss/Mrs/Other: …………………..First Name(s): ……………………………………………………………………………………………………………………Address: ………………………………………………………………………………………………………………………….………………………………………………………………………..Postcode: ………………………………………………..Home Tel: ……………………………………………..Mobile Tel: ……………………………………………………………Previous Name(s): (if applicable): ……………………………………National Insurance No:………………………….…Email: ……………………………………………………………………………………………………………………………… |

**Education, Training and Qualifications**

Secondary and further education, plus training courses for the relevant job for which you are applying.

|  |  |  |
| --- | --- | --- |
| **School / College / University****and/or Training Course** | **Dates****From - To** | **Examinations / Subjects / Course****Qualifications / Certificates Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Membership of Professional Organisations**

|  |  |
| --- | --- |
| **Professional organisation** | **Grade and date of membership** |
|  |  |
|  |  |

**Current/ Most Recent Position held**

|  |
| --- |
| Name employer: …………………………………………………………………………………………………………………..Address of employer ……………………………………………………………………………………………………………... Nature of business: ………………………………………………………. Job title: ……………………………………………Key tasks, responsibilities and achievements: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Starting date: …………………………………………………. Leaving date: …………………………………………………Starting salary: ……………………………………………… Current/leaving salary: ……………………………………….Period of notice required or available start date: …………………………………………………………………………….. |

**Previous Employment**

Starting with your job before the current/most recent one, give details of your employment history and periods of time not spent in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer – Name, address and nature of business** | **Job title and key tasks/responsibilities** | **Date from** | **Finish Date**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Continue on a separate sheet if necessary.**

**References –** These must be your two most recent employers.

|  |  |
| --- | --- |
| Name: …………………………………………...……………Work Address: …………………………….………………………………………………………………….………………Job title: …………………...................................…………Relationship to you……………………………………….. Tel No: ……................................................…….……….Work E-mail: ....................................................................May we approach them now? YES / NO | Name: ………………………………………...……………Work Address: ………………………….……………….………………………………………………….…………..Job Title: ……………...................................……………Relationship to you……………………………………… Tel No: ……................................................…….……….Work E-mail: ....................................................................May we approach them now? YES / NO |

**Participation in Voluntary, Recreation or General Interest Groups**

|  |  |
| --- | --- |
| **Name of organisation** | **Offices held with dates** |
|  |  |
|  |  |

**Experience, Skills, Abilities and Career Aspirations**

Please tell us how you think you meet the requirements for this job. You may wish to use details of your previous jobs, voluntary work, other activities or your personal interests. This is your opportunity to tell us more about your achievements and your aspirations for your future career.

|  |
| --- |
|  |

**Other Information**

|  |
| --- |
| Are you able to travel during the course of your work? YES / NODo you have a driving licence? YES / NO If YES, is it PROVISIONAL / FULL / HGV / PSVIf offered the job, what is the earliest date on which you could start? …………………………………………….Are you related to anyone who works for or is a service user of The Frances Taylor Foundation or is a member or employee of the Poor Servants of the Mother of God? YES / NOIf YES, please provide details …………………………………………………………………………………………(Our policy is not to employ relatives within the same department)Are you legally eligible for employment in the UK? YES / NO Do you have a work permit? YES / NOIf you do have a permit to work in the UK, please provide: Permit No ……………………. Expiry date ………If I am interviewed I will produce one of the following from the list below:A UK passportAn EU passport or national identity cardA UK residence permit issued by the Home OfficeAn application registration card issued by the Home Office to an asylum seeker stating that the holder is entitled to take up employmentOR two from the following:An official document bearing an NI number along with:A birth certificateA letter from the Home Office orAn immigration status documentA work permit along with:A passport or a letter from the Home Office***Because of the nature of the work involved, the post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemption Order 1975). This means that you are not entitled to withhold information relating to any convictions you may have had. In addition, and under the provisions of the Police Act 1997, an Enhanced Disclosure will be sought from the Criminal Records Bureau for the successful candidate(s).***Have you ever been convicted of an offence or given a caution/warning/reprimand or bind-over? YES / NOHave charges pending consideration been made against you? YES / NOIf ‘YES’ to either or both of the above, please provide details on a separate sheet.Do you consider yourself to have a disability YES/ NOPlease tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |

**Declaration**

I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that if I give any false information; fail to disclose convictions/cautions/warnings/reprimands or bind-overs spent or unspent; or any convictions or prosecutions pending; or if I cease to be legally eligible to work in the UK, I may be disqualified from employment or liable to summary dismissal if subsequently employed.

Also, I understand that the information will only be used for recruitment and selection purposes and that it will only be kept on file thereafter and not divulged to third parties. However, if I am appointed to the post then the information that it contains will be used to form part of my personal file for employment purposes (except for disclosure of information as applicable).

Signature………………………………………………………………………Date: ……………………………………

**If you are completing this form electronically please enter your full name and the date below to acknowledge and accept the terms of the application as above.**

**Name:**

**Date:**

***PSMG is committed to equal opportunities in employment***