

APPLICATION FOR THE POST OF PERSONAL ASSISTANT

Reference: _____

Data Protection Statement

Information provided by you on this Employment Application Form may be copied for use during the recruitment process. Once the recruitment process has been completed, the data will be stored in a locked filing cabinet for 6 months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record which will be stored on a secure database.

PERSONAL DETAILS

INITIALS	_____	SURNAME	_____
ADDRESS	_____		
POSTCODE	_____		
E-mail	_____		
Day time telephone	_____		
Evening/Mobile telephone	_____		

EDUCATION

Name/Address of School(s) attended	Date from	Date to	Subjects/courses studied	Exam results / grade

FURTHER/HIGHER EDUCATION

Please give details of all further education since leaving school.

Name/Address of College/University attended	Date from	Date to	Subjects/courses studied	Qualification gained

EMPLOYMENT HISTORY

Please list, with your current/most recent employer first, all the organisations by which you have been employed. Include unpaid voluntary work.

Name and address of current employer	Date from	Date to	Position held and duties carried out	Reason for leaving

Name and address of previous employer(s)	Date from	Date to	Position held and duties carried out	Reason for leaving

TRAINING

Please give details of training which you have undertaken, and the qualification gained.

Training (Description)	Date from	Date to	Qualification gained	Professional body

DO YOU HAVE ANY RELEVANT EXPERIENCE?

DO YOU NEED A WORK PERMIT TO WORK IN THE UK?

Indicate below:

YES	
NO	

DO YOU HAVE ANY DISABILITIES THAT MIGHT AFFECT YOUR APPLICATION?

Indicate below:

YES	
NO	

If yes, please tell us if:

- a. There are any reasonable adjustments we can make to assist you in your application**
- b. There are any reasonable adjustments we can make to the job itself to help you carry it out**

WHAT ARE YOUR PRESENT COMMITMENTS?

E.g. Family, Voluntary Work etc.

HOBBIES AND INTERESTS

Please outline your hobbies and interests

WHAT ARE YOUR FUTURE PLANS?

DO YOU HAVE A DRIVING LICENCE AND DO YOU OWN A CAR?

Please state whether it is a Provisional or Full Licence and detail any endorsements

CRIMINAL RECORDS

This post is exempt from The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 and the Police Act 1997 (part v).

Please answer only YES or NO.

If YES and you are invited for interview, you will be asked to give details of these convictions on a Criminal Record Declaration Form.

Do you have any criminal convictions, spent or unspent?

WHEN WOULD YOU GENERALLY BE AVAILABLE TO WORK?

Please tick or mark all that apply:

	Morning	Afternoon	Evening	Night
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

WHEN WOULD YOU BE AVAILABLE TO START WORK?

PERSONAL STATEMENT

Please state why you think you are suitable for the job

A large empty rectangular box intended for the candidate to write their personal statement.

REFERENCES

Please give the names and addresses of 2 referees (not related to you) who we can approach for a confidential assessment of your suitability of the post. (One must normally be your present/previous employer). Unless you request otherwise, we will approach your present employer for a reference before an offer of employment is made.

Referee 1		Referee 2	
Name		Name	
Position		Position	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	
Email		Email	

DECLARATION OF APPLICANT

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me for dismissal.

Signed		Date	
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Please return the form by the closing date marked **CONFIDENTIAL** to:

Self-directed Support Service for Dundee and Angus
Dundee Carers Centre
Seagate House
132-134 Seagate
Dundee, DD1 2HB

Or Email the form to:

sds@dundeecarerscentre.org.uk