|  |  |
| --- | --- |
| Post Applied for: |  |

|  |
| --- |
| Job Application Form |

|  |
| --- |
| Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call 01772 792899 |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

Letters Numbers Letter

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Telephone No:** |  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  | |  | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | | Yes | |  | | No |  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** | |  | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence – if relevant to post applied for.**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |
| Are you willing to drive company vehicles in line with our insurance policy and company car procedures | Yes |  | No |  |

|  |
| --- |
| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

|  |
| --- |
| Section 2 Present Employment |
| **Present Employment** (If your are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, Caring for relatives, raising family) |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment (MONTH / YEAR): |  | **Salary:** |  |

|  |  |
| --- | --- |
| Department / Section: |  |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |
| Continue on a separate sheet if necessary | |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Notice: |  | **End Date (MONTH/YEAR)**  (if no longer employed)**:** |  |

|  |  |
| --- | --- |
| **Reason for leaving**  (if no longer employed)**:** |  |

|  |
| --- |
| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year. |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | End Date: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |
| --- | --- |
| **Summary of duties:** | |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
| Continue on a separate sheet if necessary; please ensure that you have fully completed this section. | |

|  |
| --- |
| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College or University** | **Dates attended from and to** | | **Course** | **Qualifications and grades obtained** |
|  |  | |  |  |
| **School** | **Dates attended from and to** | | **Subjects** | **Qualifications and grades obtained** |
|  |  | |  |  |
|  | | Continue on a separate sheet if necessary | | |

|  |
| --- |
| Professional, Registered or Management Qualifications |
| e.g. HNC, HND, NEBOSH, NVQ L4, etc  Please give details: |

|  |  |
| --- | --- |
| **Professional/Registered/**  **Management Qualifications** | **Course Details** |
|  |  |
| Continue on a separate sheet if necessary | |

|  |
| --- |
| Section 5 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course and date completed** |
|  |  |
| Continue on a separate sheet if necessary | |

|  |
| --- |
| Section 6 Personal Statement |
| **Abilities, skills, knowledge and experience.**  Please use this section to explain in detail how you meet the requirements of the Job Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used. |

|  |
| --- |
|  |
| Continue on a separate sheet if necessary |

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| --- |
| **Section 7 Rehabilitation of Offenders Act (1974)** |

|  |
| --- |
| This post is offered subject to a satisfactory check.  Information given will be completely confidential. |

|  |
| --- |
| If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013,please give the details below.  In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. |
|  |

|  |
| --- |
| **Section 8 Interview arrangements** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |

|  |
| --- |
| **Section 9 References** |

|  |
| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (Job title): |  | **Position (Job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  | Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Section 10 Declaration** |  |  | | --- | | Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge** * **all questions relating to me have been accurately and fully answered** * **I possess all the qualifications which I claim to hold** * **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.** |  |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |  |  |  | | --- | | (NB. Candidates selected for interview will normally be notified within four weeks of receipt of application. Unfortunately applicants who do not hear from PTS must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.  PTS undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.  If you are returning this form by email, you will be asked to sign your application at interview. |  |  |  | | --- | --- | | R E T U R N I N G T H I S F O R M | | |  **By Hand or Post:**  H.R. Department  PTS Ltd.  Britannia House.  1-3 Rough Hey Road.  Grimsargh.  Preston.  PR2 5AR | **By E-Mail:**  recruitment@ptsinternational.co.uk  **Enquiries:**  Telephone: 01772 792899 |   **Section 11 Recruitment Monitoring Form** |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Application for the post of: |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Admin Dept purely for monitoring purposes .  To help us ensure that our Equality & Diversity Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM. | | | | | |
| What is your Ethnic Group? | | | | | |
| Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. | | | | | |
| A. White | |  | D. Black or Black British | |  |
| White UK | |  | Black British | |  |
| White European | |  | Black Caribbean | |  |
| Irish | |  | Black African | |  |
| White non-European | |  | Any other Black background  (please give details): | |  |
| Any other White background  (please give details): | |  | |  |  |
|  |
| B. Mixed | |  | **E. Chinese or other ethnic group** | |  |
| White & Black Caribbean | |  | Chinese | |  |
| White & Black African | |  | Vietnamese | |  |
| White & Asian | |  | Any other ethnic background  (please give details): | |  |
| Any other Mixed background  (please give details): | |  | |  |  |
|  |
| C. Asian or Asian British | |  | **F. I do not wish to provide this information** | |  |
| Asian British | |  |
| Indian | |  |
| Pakistani | |  |
| Bangladeshi | |  |
| Any other Asian background  (please give details): | |  |
|  |

|  |
| --- |
| **Section 11 Recruitment Monitoring Form continued** |

|  |
| --- |
| Gender |
| Male |  | Female |  |

|  |
| --- |
| **Disability** |
| Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself disabled? | Yes |  | No |  |

|  |
| --- |
| If yes, please give details: |
|  |

|  |
| --- |
| Age Group |
| 16-17 |  | 18-25 |  | 26-35 |  |
| 36-45 |  | 46-55 |  | 56-65 |  |
| Over 65 |  |

|  |  |
| --- | --- |
| Media | |
| Please state where you saw this post advertised | |
|  | |

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| For Office Use Only: | | |
| Start Date: |  |
|  |  | |

Issue Sep 17