

APPLICATION FOR THE POST OF PERSONAL ASSISTANT (PA)

Please complete this form in black ink or black type so that, if necessary, it can be photocopied clearly. You may attach documents (e.g. certificates of achievement) to support your application.

PERSONAL DETAILS

Title:	Surname:	Forenames:
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National Insurance number ___ ___ / ___ ___ / ___ ___ / ___ ___ / ___ (circle)
Gender: **M / F**

Address: _____

 _____ Postcode: _____

How long have you lived at this address? _____

Telephone (daytime): _____ Mobile: _____

Telephone (evening): _____ Email: _____

DRIVING LICENCE / INSURANCE

Do you hold a full, current UK driving licence? (circle)
YES / NO

Do you have unrestricted use of a vehicle? **YES / NO**

The position you have applied for may include the requirement to transport your employer in your vehicle. Are you willing to do this? **YES / NO**

If you were to transport your employer, you would require business insurance for your vehicle. Do you have this? **YES / NO**

THIS POSITION

This position involves working with your employer in his / her own home.
 Have you ever worked as a PA with an individual in their own home before? **YES / NO**

Are you available for work at short notice, e.g. sickness / holiday cover? **YES / NO**

Please indicate below, the times / hours / days (including sleep-ins if applicable) you would be available for work:

PRESENT OCCUPATION / MOST RECENT EMPLOYMENT

Name and address of employer:

Post code _____

Job title: _____
Date of appointment: _____
Period of notice required: _____
Salary / benefits: _____
Reason for change: _____

Please summarise your main tasks / responsibilities in the above employment.

PREVIOUS EMPLOYMENT

Excluding your current / most recent job described above, provide details of previous employment. Give details of any gaps in employment.

Dates	Employer	Post held	Salary / grade	Reason for change

RELEVANT TRAINING

Please indicate training you have had that is relevant to the position you are applying for e.g. NVQ in Care, Health & Safety, Moving & Handling, First Aid, Food Hygiene, etc.

If you are short-listed, you must provide proof at interview of all training claimed.

EDUCATION / QUALIFICATIONS

Dates	School / college	Subject & level	Grade
		If you are short-listed, you must provide proof at interview of all qualifications claimed.	

RELEVANT INFORMATION

What do you consider are the skills and attributes of a good PA? What qualities do you possess that you feel will make you a good PA?

ID / REFERENCES

All short-listed applicants are required to provide appropriate **proof of eligibility to work in the UK at the time they are interviewed** e.g. passport, work permit, birth certificate, P45/P60 etc.

Provide names and addresses of two people who can provide a reference for you. The first referee must be your present or most recent employer (line manager). The second referee should also be a previous supervisor or professional tutor but may be a colleague. Two personal referees / colleagues can not be accepted. References will be obtained for short-listed candidates unless you indicate otherwise.

If you are known to your referee by a previous surname, please advise:

Name:
Address:

Postcode:

Telephone no:

Relationship to you:

Contact only on offer: Y / N (circle)

Name:
Address:

Postcode:

Telephone no:

Relationship to you:

Contact only on offer: Y / N (circle)

ADDITIONAL INFORMATION

Outline any other skills, abilities, experience and interests that you have which you believe may be relevant to the post for which you are applying.

DECLARATION OF CRIMINAL CONVICTIONS & CRB CHECK

Due to the nature of work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exceptions) Order, 1975. You are therefore not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act.

Please note you will not necessarily be excluded from being interviewed by answering 'yes'. However, if you do have a conviction and do not declare it at this point, it may result in dismissal if you are subsequently employed.

(circle)

Have you ever been convicted of, or cautioned for a criminal offence (other than traffic offences)? If yes, please give details / dates.

YES / NO

Conviction : _____
Date convicted: _____
Sentence received: _____

A 'Criminal Records Bureau' check (CRB) is required for some posts.
Do you agree to having a CRB check being requested in your name?

YES / NO

HOW DID YOU HEAR OF THIS POSITION?

Newspaper: _____ Other: _____
Job Centre: _____

PERSONAL DECLARATION

I certify that to the best of my knowledge, this information provided is complete and correct. I further certify that I have not omitted or withheld any information which may be relevant to my future employment and understand that if I have done so, this may result in either the withdrawal of an offer of employment or dismissal if I am already employed.

Signed _____ Date _____

This information pack has been prepared by Penderels Trust. This organisation offers advice on all aspects of Independent Living to recipients of Community Care funding. Penderels Trust may also be responsible for the calculation of your salary. However, you will not be employed by Penderels Trust. Your potential employer is the person you will meet at an interview if your application is successful.

Will all applicants please note: if you have not received a response within 3 weeks of the closing date, your application has been unsuccessful. You will not receive confirmation of this. This procedure is followed to reduce recruitment costs.