##### APPLICATION FORM – CONFIDENTIAL

The information supplied on this application form will be used to evaluate your suitability for employment at PAC-UK. Please read the guidance notes before completing these forms.

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| **Position Applied for:** |  |

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| **Personal Information** |
| Title (Please specify): |  |
| Last Name: |  |
| First Name(s): |  |
| Address: |  |
| Daytime Telephone:  (Landline & Mobile) |  |
| Evening Telephone Number: |  |
| Contact E-mail Address: |  |

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| **How did you hear about the vacancy? (Please click box)** | |
| Agency | Name of Agency: | |
| Advertisement | Where you saw advert: | |
| Other | Please state: | |

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| **Qualifications/Training** |
| Dates (from & to) | Secondary School/College/ University/Training Organisations | | Qualifications | Subject | Grade | |
|  |  | |  |  |  | |
| **Membership of Professional bodies (Original documents will need to be seen)** | | | | | |
| Name:  Membership/status: | | Renewal Date:  Number: | | | |

**Employment Experience**

Please give details of your present or most recent employment/voluntary work first and then work backwards. Include a note of all periods of unemployment; travel etc. in the space provided below, so that there are no gaps in the record. If you have any additional previous employment, please give details on a separate sheet.

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| --- | --- | --- | --- | --- |
| **Date from/to**  **(month/year)** | **Employers name and address and nature of business** | **Job title(s) and brief description of duties** | **Current salary or final salary (for last post only)** | **Reason for leaving** |
|  |  |  |  |  |

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| --- | --- |
| **Gaps in your Employment** | |
| From (month/year) | To (month/year) | | Reason |
|  |  | |  |

**Relevant Experience**

Please tell us why you are applying for this position and how your experience, skills and qualifications make you a suitable candidate for this post. Please address each point on the Person Specification, thereby focussing your response on the abilities and/or competencies required for the role and **give evidence of your abilities through your experience to date**. You may find it useful to refer to the *Guidance notes* attached before completing this section. You may continue on a separate sheet if necessary.

**Right to Work in the UK**

**Are you subject to immigration control in the United Kingdom?**

Yes  No

**If yes, have you been granted leave to enter or remain in the UK and take up employment?**

Yes  No

**Criminal Record**

## As PAC-UK meets the requirements in respect of exempted occupations under the Rehabilitation of Offenders Act 1974, all applicants who are offered relevant employment will be subject to a criminal record check from the Disclosure and Barring Service before employment can commence. This will include details of convictions, cautions, reprimands or final warnings.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offences.

**Declaration of Criminal Record**

**Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police?** (*Please note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, both spent and unspent).*

Yes  No

**Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post?**

Yes  No

If you **answered yes to one or both of the above**, please give details of **all offences, penalties and/or police enquiries** and dates on the next page, marked Criminal Record, in this application form.

|  |  |  |
| --- | --- | --- |
| Are you subject to any current outstanding disciplinary action or legal proceedings? |  |  |

Yes  No

If **yes** please give details

**Details of** **Declaration of Criminal Record**

Please give details below:

**References**

Please ensure that you give a **minimum of three references** which cover **at least** the last 5 years of your employment. The **first** of your references **must** be your **present employer and your relevant line manager**. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. Please note that PAC-UK reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you. You may also provide the name of a personal referee as well as your employment references if you wish. **Please complete all details in full.**

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| --- |
| **Current Employer** |
| **Name:** | **Organisation Address:** |
| **Job Title:** | **Telephone No:** |
| **Organisation:** | **Email:** |

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| **Previous Employer** |
| **Name:** | **Organisation Address:** |
| **Job Title:** | **Telephone No:** |
| **Organisation:** | **Email:** |

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| **Previous Employer** |
| **Name:** | **Organisation Address:** |
| **Job Title:** | **Telephone No:** |
| **Organisation:** | **Email:** |

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| **Previous Employer/Personal Referee** | **Organisation Address:** |
| **Name:** | **Telephone No:** |
| **Job Title:** | **Email:** |
| **Organisation:** | **How do you know them?** |

Can we contact your current employer prior to any conditional offer of employment?

**Yes  No**

**Declaration**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that an Enhanced DBS Disclosure will be sought in the event of a successful application.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee; the information will also be used for employment related purposes. I agree to PAC-UK holding and processing this information.

**Name:**

**Signed:**

**Date:**

**Equal Opportunities Monitoring Information**

PAC-UK is committed to the equal treatment of all employees and applicants and requires all employees to abide by and adhere to this general principle. We aim to meet both our statutory duties in relation to equal opportunities by complying with terms of the Equality Act 2010, and to follow accepted good practice in this area.

PAC-UK’s policy is that no applicant or employee should receive less favourable treatment than another on grounds of gender, marital status or sexual orientation, disability, colour, race, nationality, ethnic or national origin or creed.

In order to ensure we are meeting our aims we monitor the sex, ethnic origin and disabilities of all our applicants. This information is held securely by the HR Department and forms no part of any selection process, either in your initial appointment to your post at PAC-UK or at any time in the future.

Please select the category most appropriate to yourself from the list below and return the form, in confidence, together with your application form. It will be kept separately from the application form.

|  |  |
| --- | --- |
| **Position Applied for:** |  |

|  |  |
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| **Gender (Please click box)** If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender. | |
| Male |
| Female |

|  |  |
| --- | --- |
| **How would you define your Sexuality** | |
| Heterosexual | Gay |
| Lesbian | Other |

|  |  |
| --- | --- |
| **Age** | |
| 18-25 | 46-55 |
| 26-35 | Over 55 |
| 36-45 |

|  |  |
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| **Disability** In summary, a person is disabled for the purposes of the Equality Act 2010 if he or she has ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. Long-term means has lasted, or is likely to last, at least 12 month. Substantial means more than minor or trivial. | |
| **Do you consider yourself to be disabled for the purposes of the Equality Act 2010?** | Yes  No |
| **Tick all that apply to you:**  Physical impairment Sensory impairment Learning disability  Long standing illness or health condition  Learning disability  Mental health condition  Other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ethnic Origin** *(categories based on Equal Opportunities Commission recommendations and listed in alphabetical order)* | | | | |
| **White** | **Black or Black British** | **Mixed** | **Asian or Asian British** | **Other Groups** |
| White British | Caribbean | White & Black Caribbean | Indian | Chinese |
| White British | African | White & Black African | Pakistani | Any other ethnic Group |
| Any other White background | Any other Black background | White & Asian | Bangladeshi |
|  |  | Any other Mixed background | Any other Asian background |

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| **How did you hear about the vacancy? (Please click box)** | |
| Agency | Name of Agency: | |
| Advertisement | Where you saw advert: | |
| Other | Please state: | |