

**JOB REFERENCE(S):**

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### Application Form for Post of Personal Assistant (Care)

Please fill in the form below giving as much detail as you can. This post is available now and I need a Personal Assistant (PA) as soon as possible. Please return this form promptly, as I shall be interviewing applicants very soon. Thank you for your interest and time.

Due to the nature of the work involved, this position is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1995. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are considered 'spent' under the provisions of this Act. In the event of employment, any failure to disclose such convictions could result in dismissal. Information given is confidential and will only be considered in connection with the post of Personal Assistant. A criminal record disclosure may not be a bar to obtaining a position. A CRB (Criminal Record Bureau) disclosure may be required for this position.

**WE ARE LEGALLY OBLIGED TO ASK YOU TO PROVIDE EVIDENCE OF YOUR RIGHT TO WORK IN THE UK  
IF YOU ARE INVITED TO INTERVIEW YOU WILL BE ASKED TO PROVIDE APPROPRIATE DOCUMENTATION  
SUCH AS YOUR PASSPORT, VISA, WORK PERMIT OR BIRTH CERTIFICATE  
IN ACCORDANCE WITH THE ASYLUM AND IMMIGRATION ACT 1996**

#### A – PERSONAL PARTICULARS

Full Name:	Gender: M / F
Address: <hr/> <hr/> <hr/>	
Postcode:	
E-mail Address:	
Contact Telephone No(s):	
National Insurance No:	Nationality:
Do you smoke?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**A – PERSONAL PARTICULARS (Cont)**

Do you hold a current Driving Licence?: Yes No

Do you have your own transport?: Yes No

How would you travel to work?:

Do you hold a current Criminal Record Bureau (CRB) Check? Yes No

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Form Reference: \_\_\_\_\_

Details of any convictions (including Driving Endorsements):

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Do you have any commitments which might limit your working hours, if yes, please give details?:

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Do you have knowledge of British Sign Language? Yes No

What languages other than English can you speak ?

Details of your experience of care work:

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Your current state of health. Any restrictions on lifting?:

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Do you mind animals?: Yes No

Your hobbies or special interests?:

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When would you be available to start?: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**B - QUALIFICATIONS**

Relevant qualifications/skills, eg NVQ for care etc:

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**C – EMPLOYMENT HISTORY**

1.	Name and address of <b>present employer</b> : <hr/> <hr/> Post held: _____ Salary: £ _____ From: ____ / ____ / ____
2.	Name and address of <b>past employer</b> : <hr/> <hr/> Post held: _____ Salary: £ _____ From: ____ / ____ / ____      To: ____ / ____ / ____
3.	Name and address of <b>past employer</b> : <hr/> <hr/> Post held: _____ Salary: £ _____ From: ____ / ____ / ____      To: ____ / ____ / ____
If you need to include more employment details please complete an additional sheet and attach it to this form.	

**D - REFERENCES**

Please supply the name of two referees, with addresses/telephone numbers. If you have worked during the last five years one reference must be your present or most recent employer. The second reference must be someone outside of your family, who has known you for at least five years or more, who would give you a reference to show that you are trustworthy and reliable. If this is an application for your first job, your school teacher or higher or further education lecturer:

1.	2.
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Telephone No:	Telephone No:
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