**CONFIDENTIAL**

**PERSONAL ASSISTANT APPLICATION FORM FOR EMPLOYMENT**

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| 1. **PERSONAL DETAILS**   **Surname: ………………………………………………………………………….. Title:……………………….**    **Forename(s)…………………………………………………………………………………………………………**  **Address:…………………………………………………………………………………………………………………**  **……………………………………………………………………………………Post Code:………………..**  **Telephone:……………………………………………Mobile:………………………………………………….**  **Email address:……………………………………………………………………………………………………….**  **Current driving licence (manual/automatic) : YES/NO**  **Details of Current endorsements:**  **Do you have the use of a car that you can use for work? YES/NO**  **Do you have a full Driving Licence that allows you to drive in the UK? YES/NO**  **Does your car insurance include Class 1 business insurance? YES/NO** |

**REFERENCES:**

**Please provide two references, one of whom should be your present or most recent employer. You must not name a relative as a referee.**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates from/to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Capacity in which they know you (e.g Line**

**Manager)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact this reference prior to interview?**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates from/to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Capacity in which they know you (e.g Line Manager)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact this reference prior to interview?**

**EDUCATION/QUALIFICATIONS/TRAINING**

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| **EDUCATION/QUALIFICATIONS** | | |
| **Qualifications** | **Date** | **Grade** |
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| **Course details** | **Date** | **Training provider** |
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**EMPLOYMENT BACKGROUND (please continue of a separate sheet if necessary)**

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| **CURRENT / MOST RECENT JOB** | | | |
| **Employers**  **Name:** |  | **Salary** |  |
| **Job Title** |  | **Notice**  **Required** |  |
| **Reason for**  **leaving** |  | | |
| **Brief Description of Duties:** | | **Dates (month & year)**  **FROM TO** | |
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**PREVIOUS JOBS (PAID AND VOLUNTARY)**

**Please detail the most recent first. Where there are gaps between jobs please indicate why, for example; continuing education, family, child care, unemployment or travelling. Continue on a separate sheet if necessary**

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| **Employer’s**  **Name** |  | | **Reason for leaving** | | |
| **Job Title** |  | |  | | |
| **Brief Description of Duties:** | | | **Dates (month & year)**  **From To** | | |
|  | | |  |  | |
| **Employer’s**  **Name** | |  | **Reason for leaving** | | |
| **Job Title** | |  |  | | |
| **Brief Description of Duties:** | | | **Dates (month & year)**  **From To** | | |
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| --- | --- | --- | --- |
| **Employer’s**  **Name** |  | **Reason for leaving** | |
| **Job Title** |  |  | |
| **Brief Description of Duties:** | | **Dates (month & year)**  **From To** | |
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| --- | --- | --- | --- |
| **Employer’s**  **Name** |  | **Reason for leaving** | |
| **Job Title** |  |  | |
| **Brief Description of Duties:** | | **Dates (month & year)**  **From To** | |
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**SKILLS AND ABILITIES/KNOWLEDGE & EXPERIENCE QUALITIES**

**Please set out below the principal reason for your application and highlight main achievements to date and the strengths and values you would bring to the post. Please continue on a separate sheet if necessary.**

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| **CRIMINAL RECORD**  **The provision relating to the non disclosure of criminal convictions do not apply to the position that you are applying for. You must therefore disclose any criminal convictions and cautions, even if, under the Rehabilitation of Offenders Act 1974, they would otherwise be regarded as spent.**  **Have you been convicted of a criminal offence and/or received a caution at any time? YES/NO**  **If yes, please give details of the conviction(s) caution(s) and the date(s)**  **DECLARATION**  **I have completed an Application for a Disclosure Barring(Criminal) check which is held on the DBS Update Service and will provide my ID number for verification when requested, and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.**  **I also give permission for a copy of the disclosure to which I am subject being made available to a named Authorised Person upon written request, who acts on behalf of a National Government or Local Government for auditing purposes.**  **OR I am willing to complete an Application for a Disclosure Barring (criminal) check**  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **DATA PROTECTION NOTIFICATION**  **(Please read this carefully before signing this application form)**  **The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law.**  **AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.**  **Signed:………………………………………………………………………………………**  **Date:……………………………………………………..** |

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| **LEGAL ENTITLEMENT TO WORK IN THE UNITED KINGDOM**  **I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-**   * **A UK passport** * **An EU passport or national identity car** * **A UK residence permit issued by the Home Office** * **An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment.**   **Or two from the following:-**   * **An official document bearing a national insurance number along with:-** * **A birth certificate, or** * **A letter from the Home Office, or** * **An immigration status document** * **A work permit \*, along with :-** * **A passport, or** * **A letter from the Home Office**   **In either case, these must confirm the holder has permission to enter or remain in the UK and legally undertake the employment which is the subject of this application (marked with \*)**  **Signed:……………………………………………………….. Date:………………………………………..** |
| **DECLARATION**  **I confirm that the above information is correct and that any false or misleading information will give the Employer the right to terminate any employment contract offered.**  **Signed:…………………………………………………………………………………………….**  **Date:………………………………………………………………………………………………….** |