

PART 1 JOB APPLICATION FORM

For Office Use Only	
Received	
Acknowledged	
Interview	
Appointed	
Notified:	
Telephone	Letter

Please complete all three sections of the application form and return it for the attention of Ruth Shearn at Patoss Ltd, PO Box 10, Evesham, Worcestershire, WR11 1ZW or email it to rshearn@sworcs.ac.uk

Application for the post of

Where did you hear about the vacancy?

As this form may be photocopied, please write clearly using BLACK ink

1. PERSONAL DETAILS

Surname: Former Surnames

First Names:

Home Address: Please indicate your preferred contact telephone number

..... Tel. No. (Home):

..... Tel. No. (Work):

..... Tel. No. (Mobile):

Post Code: E-mail Address:

2. Please indicate below if you are related to or have a close personal relationship with any member of the Patoss Board.

3. ASYLUM AND IMMIGRATION

Patoss is required to carry out checks on new employees before they start to confirm that they have the right to work in the UK. Candidates will only be offered the position on the understanding that they are eligible to work in the UK and are not subject to any immigration controls and restrictions which prohibit their working in the UK

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

PART 2

4. EDUCATION AND TRAINING Name of School/College/University attended	Qualifications including Grades/Class/Div. Etc.	Period of Study Years
i) Schools (<i>after age 11</i>)		
ii) Further/Higher Education		
iii) Professional or other training <i>(including training courses attended)</i>		

5. CURRENT MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

6. PRESENT OR MOST RECENT EMPLOYMENT

Employer's Name and Address:

Telephone: Employer's Business:

Duties:

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Position held: Date Appointed:

Salary: Date Left:

For office use only: Applicant Reference Number Surname

Period of Notice Required:..... Reason for leaving (if applicable).....

PART 2 (continued)

7. **PREVIOUS EMPLOYMENT** Please start with the most recent and list in date order. *Please continue on a separate sheet if necessary*

Date From To	Name of Employer and nature of business	Position held and brief details of duties	Salary	Reason for Leaving

PART 2 (continued)

9. SUPPORTING STATEMENT

Please give reasons for making the application and demonstrate how you meet the job requirements detailed in the Person Specification. Your knowledge, skills or abilities may have been gained in a variety of ways e.g. formal training, work experience, or spare time activities etc.

PART 2 (continued)

SUPPORTING STATEMENT (continued)

REFEREES – Please provide 2 referees. If you are or have been employed, one should be your present or most recent employer. If you are a school or college leaver, then your Head Teacher or Tutor’s name should be given. Please indicate what type of reference the Referee is by deleting where appropriate. *(Please include telephone number where possible)*

	Referee 1	Referee 2
Name		
Title		
Occupation		
Address		
Postcode		
Telephone Number		
Mobile Number		
Email Address		
Type of referee (Delete as appropriate)	Employment/ Character/ Tutor	Employment/ Character/ Tutor

If you are short listed, references will normally be taken up before job offer. If you have given your current employer as a referee, but do NOT wish us to take up that reference prior to job offer, please place a tick in the relevant box

Referee 1 Referee 2

PART 2 (continued)

11. DECLARATION OF CRIMINAL RECORD:

You are required to provide details of your convictions, whether spent or unspent under the *Rehabilitation of Offenders Act 1974*. Applicants are therefore not entitled to withhold information about convictions, cautions or warnings which for other purposes are “spent” under the provisions of the Act. Failure to disclose this information could lead to dismissal upon appointment. Please list all your cautions, reprimands, final warnings and other non-conviction information such as acquittals. If you have no record please write none.

Details	Place and date of judgement(s)	Sentence(s) if appropriate

NB. DISCLOSURES WILL ONLY BE TAKEN UP FOR SUCCESSFUL CANDIDATES

Are there any criminal proceedings pending against you? Yes / No *(please delete as necessary)*

If yes, please provide details

.....

.....

DATA PROTECTION ACT

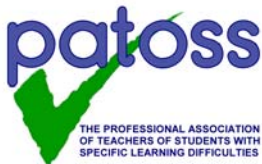
The information that you have provided as part of the application will be used for the purposes of recruitment and selection and will form the basis of your personnel record on appointment. Information will be used for statistical personnel reporting. The data will be stored securely and will only be used for the purposes originally intended. Information relating to unsuccessful candidates is retained for 6 months only; thereafter it is destroyed as confidential waste. You are entitled to see any information held and to have any inaccuracies corrected. By signing the form below you are giving your explicit consent for this data to be held and processed by Patoss Ltd.

DECLARATION:

I confirm that the information I have given on this form is correct and complete, I understand that if I have given inaccurate or incomplete information then any offer of employment may be withdrawn or, if appointed, then I will be liable to dismissal. I also understand that because of the sensitive nature of the duties, if successful, I will be expected to undertake an Enhanced Disclosure from the Criminal Records Bureau. This will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.

I confirm that I have read and understood the above statements

Signature: Date:



Part 3

STRICTLY CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING

Patoss Ltd is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the job. In order to monitor the effectiveness of our Equal Opportunities Employment Policy, we request all applicants to complete this form. It will not be seen by the staff responsible for short listing or interviewing. Unsuccessful applications are normally kept for six months and then destroyed as confidential waste.

Post applied for:

Surname:

Forenames (in full):

SEX Female Male

AGE

Date of Birth:.....

ETHNICITY

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic and cultural groups. UK citizens may belong to any of the groups shown. This classification is based on that used by the Commission for Racial Equality.

Please tick (✓) the category that you feel best reflects your ethnic origin.

- Bangladeshi Black African
Chinese Black Caribbean
Indian Black other (please specify)
Pakistani White
Asian other (please specify) Other (please specify)

DISABILITY

Please confirm whether you are a disabled person by placing an x in the appropriate box

Not disabled Disabled

Do you have any medical condition or other disability that may affect your ability to perform the duties of the post?

Yes/No (please delete as appropriate)

If yes, please give details and indicate if there are any reasonable adjustments that may be considered to enable you to perform these duties

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Signature: Date: