**EMPLOYMENT APPLICATION FORM**

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| **APPLICATION RETURN DETAILS** | | | |
| Please complete and return this form to [recruitment@pkavs.org.uk](mailto:recruitment@pkavs.org.uk) | | | |
| **POSITION APPLIED FOR** | | | |
| **Job reference no:** | | **Job title:** | |
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| **PERSONAL INFORMATION**  (This information will be treated confidentially) | | | |
| **Title:** |  | | |
| **Full name:** |  | | |
| **Preferred forename:** |  | | |
| **House number and street name:** |  | | |
| **Town:** |  | | |
| **City/Region:** |  | | |
| **Postcode:** |  | | |
| **E-mail address:** |  | | |
| **Best contact telephone:** |  | | |
| **National insurance No.** |  | | |
| **Do you hold a current driving licence?** | **Yes** | | **No** |
| **Driving licence expiry date:** |  | | |
| **Details of driving endorsements:** |  | | |

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| **RIGHT TO WORK IN THE UK** |
| **Passport Nationality, Number and Expiry Date:** |
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| **Visa number and expiry date or Share code and your date of birth:** |
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| **EDUCATION AND TRAINING** | | | |
| Please list all formal education and training and any informal training you have completed: | | | |
| **Name and address of schools, colleges, universities, training providers and professional memberships:** | **Dates attended:** | | **Qualifications gained, training completed, licences achieved and professional membership details:** |
| **From:** | **To:** |
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| **CAREER HISTORY**  (Past three years of active employment) | | | |
| **Employer name and address:** | **Job title:** | **Start date:** | **Leaving date and reason:** |
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| **What were your greatest achievements and what difference did you make in this role?** | | | |
|  | | | |
| **Employer/Further education name and address:** | **Job title:** | **Start date:** | **Leaving date and reason:** |
|  |  |  |  |
| **What were your greatest achievements and what difference did you make in this role?** | | | |
|  | | | |
| **Employer/Further education name and address:** | **Job title:** | **Start date:** | **Leaving date and reason:** |
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| **What were your greatest achievements and what difference did you make in this role?** | | | |
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| **PERSONAL STATEMENT** |
| In relation to the job description, please note down your strengths, skills and knowledge along with any practical experience and successes you have had that you believe make you the best match to deliver the outcomes of this position. |
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| **ADDITIONAL EMPLOYMENT** | | |
| Please note here any other employment that you would plan to continue with, if you were to be successfully selected for this role: | | |
| **Name of Employer:** | **Job Title:** | **Weekly working hours pattern:** |
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| **VOLUNTEERING** | | |
| Please note here any volunteering placement that you would plan to continue with if you were successfully selected for this position: | | |
| **Name of Employer:** | **Volunteer placement and job:** | **Weekly volunteering hours pattern:** |
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| **FRIENDS AND FAMILY** | | | |
| Please note here the names of any friends of family relations who are, or have previously been employed or have volunteered at PKAVS | | | |
| **Name of friend or relative:** | **Volunteer placement or job title:** | **Is the friend of family relation still employed or volunteering at PKAVS?** | |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |

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| **REFERENCES** | |
| Please note here the name, company name, address and position of two people (one of whom is your last employer) who we may request employment references if you are successfully selected for the position. Where you have not had any employment, please add details for character or school/college/university references. | |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
|  |  |
| **Company name and address:** | **Company name and address:** |
|  |  |
| **Position:** | **Position:** |
|  |  |
| **Reporting relationship:** | **Reporting relationship:** |
|  |  |
| **E-mail address:** | **E-mail address**: |
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| **CRIMINAL RECORD** |
| Please note any criminal convictions except those ‘spent’ or otherwise ‘protected’ under the Rehabilitation of Offenders Act 1974.  *Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website* [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) |
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| **PROTECTION OF VULNERABLE GROUPS (PVG) Scheme** |
| If this appointment is subject to a Disclosure Scotland/PVG Scheme check, and, depending on the type of Disclosure, some spent convictions may be reported to us. (This will not necessarily discount you from being considered for the position).  Are you registered with the PVG Scheme to work with Protected Children/Adults?  Yes  No  If **Yes**, please provide your PVG member number below and stipulate the groups that you are permitted to work with (16 digit number):   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Children  Adults | |

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| **DATA PROTECTION STATEMENT** |
| All information collected on this form is necessary and relevant to the performance of the job applied for.  We will use the information provided by you on this form, by the referees, and the educational and training institutions you have noted and with whom we may seek to verify your qualifications for recruitment purposes only.  We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  We rely on the lawful basis of your consent to process the information provided by you in this form.  Should you be successful in your application, the information provided and further information that will be gathered at the relevant time will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For further information on how we use the information you have provided please see our privacy notice for job applicants which will be provided with this application form. |

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| **APPLICANT DECLARATION** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.  I understand that any offer of employment is subject to PKAVS being satisfied with the results of a series of relevant checks, including references, eligibility to work in the UK, Disclosure Scotland, and Protection of Vulnerable Groups (PVG) Scheme checks, criminal convictions and the probationary period (in line with the operation of the Equality Act 2010). |
| **Applicant signature:** |
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| **Date:** |
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