



Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1 Personal details

Title:		First Names:							
Last Name:									
Address:									
Postcode:									
Home Telephone Number:									
Mobile Telephone Number:									
E-mail address:									
Date of Birth:									
National Insurance Number:									

If you have been living in this country less than three years, you will need to provide proof of your eligibility to work. If offered an interview, you will be required to bring your passport/visa; & 2 utility bills.

Some families may require a PA who can drive. And sometimes families would like a PA with their own car.

Do you hold a full UK driving license?	Yes	No
Do you have access to a car?	Yes	No
Do you have business insurance?	Yes	No
If no, would you be prepared to add business use to your policy?	Yes	No

Can you let us know what days and times you are available to work?

	AM	PM	Evenings	Nights
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

When are you available to start?

Do you have any special requirements around attending an interview? If so, please give us the details.

Section 2 DBS check

Do you have a current Enhanced DBS check?

Yes:

No:

If yes, what is the date of issue?

Date:

Have you ever been convicted of a criminal offence?

Yes

No

Have you any prosecutions pending?

Yes

No

If yes, please give details

Section 3 Education, Professional or vocational qualifications

Date From	Date To	School/College or University	Level and subject	Grade

Section 4 Employment History

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Post held & Responsibilities	Salary & Reason for Leaving

Section 5 Skills, Abilities, Knowledge & Experience

Use this section to outline the skills and abilities you have gained which make you a good candidate for the job. This may be from previous employment and other unpaid work.

Section 6 Profile

Use this section to write your own profile. Please include why you want this job, a little bit about yourself and your hobbies and interests. (If possible, please attach a photo)

Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken up after a successful interview.)

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Their Position (job title):	<input type="text"/>	Their Position (job title):	<input type="text"/>
In what capacity does this person know you?	<input type="text"/>	In what capacity does this person know you?	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Dates Employed:	From: <input type="text"/> To: <input type="text"/>	Dates Employed:	From: <input type="text"/> To: <input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone N ^o :	<input type="text"/>	Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Section 8 Declaration

I confirm that the information in this application is truthful and accurate. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Select Support Sheffield undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

Section 9 Returning your completed Application Form

Please email your completed application form to pauline@select-support-sheffield.co.uk or post to **PA Recruitment, Select Support, 30 Bingham Park Road, Sheffield, S11 7BD.**

Feel free to email with any inquiries.

If you are offered an interview, you will be required to bring the following documents with you:

- Proof of eligibility to work in the UK if appropriate (Passport / Visa)
- Driving Licence & Counterpart
- Utility bill within last 3 months with your name and address
- Existing DBS Check (if you have one)
- 2 passport sized photos