For Office use ONLY	Ref:

Application for Employment – Part A

Thank you for applying for a vacancy with PTP. As part of the selection process, please complete this form fully in **black ink** and return it to us at the address stated in the job advertisement or on the website.

PTP aspires to become an exemplary equality and diversity employer and aims to develop and maintain fair and effective employment practices which ensure no applicants, or employees, are unfairly discriminated against, or receive less favourable treatment than others.

To ensure we are meeting our commitment to equality we will detach your personal details and the equal opportunities monitoring section (part A of the application form) on receipt of your application, so that your name, ethnic origin, age, gender or disability will form no part of the initial short listing process. Once this exercise has been completed, your personal details will be retrieved, for monitoring and correspondence purposes.

Please note that replies will only be sent to applicants who are selected for interview or short-listed following a speculative application.

Personal Information

Surname (BLOCK LETTERS)	Forename(s)	Title
Age	Date of Birth	
Address	E-mail	
	Contact telephone numbers	
	Home:	
	Work:	
	Mobile:	
Postcode	May we contact you at work?	

To ensure we are meeting our commitment to equality we need to know about the gender and ethnic origin of people who apply to us, and whether they regard themselves as disabled. By completing this section you will help us to effectively monitor recruitment.

Equal Opportunities Monitoring

Ethnic background

Please tick the box that describes your ethnic origin.

Asian or Asian British

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Other Asian background (Please specify)_____

Black or Black British

- ☐ African
- ☐ Caribbean
- ☐ Other Black background (Please specify)_____

White

- ☐ British
- ☐ White Irish
- ☐ Other white background (Please specify)_____

Chinese

- ☐ Chinese or other ethnic group
- ☐ Another ethnic group (Please specify)_____

Mixed

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- ☐ Any other mixed back ground (Please specify) _____

Disability

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long -term effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself to be a disabled person under the terms of the Disability Discrimination Act? Yes ☐ No ☐

If yes please detail: _____

For Office use ONLY	Ref:

Performance Through People

Application for Employment – Part B

Are you applying for a specific advertised vacancy or is this a speculative application?

Advertised vacancy ☐ Speculative application ☐

Please complete this section in you are applying for an advertised vacancy

Job Title _____

How did you find out about this vacancy?

Newspaper advert ☐ PTP website ☐ Word of mouth ☐ Internet job site ☐

Recruitment agency ☐ Other (please state) _____

If this post is temporary, part-time or job share please indicate the period/times of day you would prefer to work:

_____

Please complete this section if this is a speculative application

I am interested in the following job role(s) _____

I am willing to work in the following area(s) _____

If you wish to be considered for part-time/flexible hours, please indicate the period/times of day you would prefer to work:

_____

How did you find out about working for PTP?

Newspaper advert ☐ PTP website ☐ Word of mouth ☐ Internet job site ☐

Recruitment agency ☐ Other (please state) _____

Employment Information

Please give details of roles you have held starting with your current or most recent post. If you are self-employed please state in the employer name section.

Present or most recent employer

Name of Employer:	
Address of Employer:	Position(s) held:
Date(s) started/completed:	Present salary & grade:
Are you a member of a pension scheme? Yes ☐ No ☐	
Other benefits/bonuses etc:	
Brief description of your present duties/responsibilities including who you report to and, if appropriate, who reports to you:	
Reason for wanting to leave or if applicable having already left:	

Previous Employment

Please continue on a separate sheet if necessary.

Date From	Date To	Employer's name and address	Position held	Reason for leaving

Education & Training

Secondary Education

Name of school	Dates	Qualifications taken & grades obtained

Continuing Education (University/College/Apprenticeship etc)

Place of Education	Dates	Subject	Qualification Result	Full or Part Time

Other Training & Development (including any relevant in-house or in service training)

Date	Details

Other skills which may be relevant to this application

Other relevant activity (e.g. community or voluntary experience)

Membership of Professional Organisations

Are you registered with the Institute for learning (IfL)? Yes ☐ No ☐

If yes, please provide registration number: _____

Other memberships:

Organisation	Type of membership	Date joined

Suitability for the role.

Please read the requirements in the role profile and in no more than 500 words, explain why you are suitable for this post. Continue on separate sheet(s) if necessary.

Additional Information

Do you have a current driving licence?

Full ☐ Provisional ☐ LGV ☐ PSV ☐ No ☐

Do you own/have use of a car for work? Yes ☐ No ☐

Do you have any current endorsements? Yes ☐ No ☐
(if yes, please give details)

_____

Working in the UK

If you are not a British citizen, do you have permission to work permanently in the UK?

Yes ☐ No ☐ If yes, please provide your work permit number:

_____

Safeguarding

Rehabilitation of Offenders Act 1974
Under the Rehabilitation of Offenders Act 1974 and regulations issued by the Home Office, PTP has a duty to ensure that a police check for possible criminal convictions is undertaken for those offered and appointment that gives substantial access to young people and vulnerable adults. Applicants for employment will be required to disclose spent convictions.

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If yes, please give details: _____

_____

Disciplinary warnings

Do you have any current disciplinary warnings? Yes ☐ No ☐
If yes, please give details:

_____

References

Verification of your last 3 years employment will be required. Please give the names, full postal address and telephone numbers of referees to cover this timescale. Continue on separate sheet(s) if necessary. If you have not worked continuously for 3 years, please also provide details of a personal referee (do not include relatives). Confidential references will be taken up before an offer of employment is made.

Name	Name
Address	Address
Telephone number	Telephone number
E-mail	E-mail
Fax	Fax
In what context does this referee know you?	In what context does this referee know you?
May this reference be taken before interview?	May this reference be taken before interview?
Yes ☐ No ☐	Yes ☐ No ☐

Data Protection Act 1988 – PTP will process information provided on this form for the purpose of personnel administration, including pay. It will only be disclosed outside PTP to organisations that are under contract to process data in these areas.

Declaration

I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with PTP's recruitment and selection procedures. I understand that canvassing or giving false information will disqualify my application, may be used in the detection and prevention of fraud or, if discovered after appointment, may be grounds for dismissal.

Signature _____ Date _____