**PA Application Form**

**Note: Please write clearly in upper case letters.**

**Section 1. Personal Details Section 5. Supporting Information**

**Section 2. Availability Section 6. Convictions/Disqualifications**

**Section 3. Education/Qualifications Section 7. Reasonable adjustments/Next Steps**

**Section 4. Employment History**

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| --- | --- |
| **Please tell us how you heard about this vacancy.** |  |

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| --- |
| **Personal details** |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Last Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

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| --- |
| **2. Preferred hours** |

**Please tick**

Full-time Part-time

### Some Employers require PA’s to be able to work flexibly across the week and need to know when other commitments mean you could not be available to work:

Please tick when you are unavailable:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |
| **Night** |  |  |  |  |  |  |  |

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| 3. Education/Qualifications |

Please note, we **do not** consider a lack of study-based education to be a measure of your ability to do a role effectively.

Please complete what the sections of education relevant to you and continue with the form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  | From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **College/University** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  | From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Ongoing Professional Development** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
|  | From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

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| **Training and Development** | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
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| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

|  |
| --- |
| 4. Employment history |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| **Name of employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Held: |  | | Leaving Date: |  |
| Date Started: |  | Reason for Leaving: |  | |
| Salary: |  | |
| Details of Company contact for reference | | | | |
| Name: |  | | Position Held: |  |
| Contact Details Tel: |  | | Email: |  |

A brief description of your duties whilst working at that company:

|  |
| --- |
|  |

**Previous employer**

|  |  |
| --- | --- |
| **Name of employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Held: |  | | Leaving Date: |  |
| Date Started: |  | Reason for Leaving: |  | |
| Salary: |  | |
| Details of Company contact for reference | | | | |
| Name: |  | | Position Held: |  |
| Contact Details Tel: |  | | Email: |  |

A brief description of your duties whilst working at that company:

|  |
| --- |
|  |

**Previous employer**

|  |  |
| --- | --- |
| **Name of employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  | |  |  | | --- | --- | | **Postcode:** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Held: |  | | Leaving Date: |  |
| Date Started: |  | Reason for Leaving: |  | |
| Salary: |  | |
| Details of Company contact for reference | | | | |
| Name: |  | | Position Held: |  |
| Contact Details Tel: |  | | Email: |  |

A brief description of your duties whilst working at that company:

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| --- |
|  |

Continue on separate sheet if necessary

|  |
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| 5. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. |
|  |
|  |
| Continue on a separate sheet if necessary |

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| --- |
| 6. Convictions/ Disqualifications |

|  |  |
| --- | --- |
| A criminal record will not necessarily be a bar to obtaining a position. If a check is returned and reveals any information, this will be discussed with the applicant. | |
| Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986We would draw your attention to the following statement:- “Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.  **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). |

|  |
| --- |
| 7. Reasonable adjustments/Arrangements for interview |

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| --- |
| **Please contact us if you need the application form in an alternative format including large print.** |

Are you subject to any conditions relating to your employment in this country? **YES / NO**

If "yes" please use the space below to tell us what these are?

|  |
| --- |
|  |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

|  |
| --- |
|  |

**If appointed when could you start? Give period of notice if applicable**

|  |
| --- |
| 2nd reference |

Please give the detail of **an additional referee other than your last employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Details of Referee | | | |
| Name: |  | Relationship to Referee: |  |
| Contact Details Tel: |  | Email: |  |
| Address: |  | | |

|  |
| --- |
| Declaration |

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| --- |
| Statement to be signed by the applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**  **In addition I am aware that DPS – Direct Payment Solutions Ltd, may store, process and administer the information I provide in this form for the purpose it was intended.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

Please send the completed application to – [Admin@Directpaymentsolutions.co.uk](mailto:Admin@Directpaymentsolutions.co.uk)

If you have any issues whilst completing this application, please call us on 07784386747