

**WOODSIDE GRANGE, WOODSIDE DRIVE, LITTLE ASTON PARK,
STAFFORDSHIRE, B74 3BB**
Tel : 0121 353 7780 Fax : 0121 580 9607
Email helen.greaves@pvt.org.uk



APPLICATION FOR EMPLOYMENT

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Post title:	Ref
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PERSONAL DETAILS (capital letters please)

Title and Surname	Forename(s)
Private address	National Insurance no.
Postcode	DfEE no. (teachers only)
Email address	Do you own a car? Yes/No
Tel no. - Home Work	Do you hold a full current driving licence? Yes/No
Mobile	

CURRENT (OR MOST RECENT) EMPLOYMENT

Organisation	Post title
Address	Salary
	Date of commencement
	Full or part-time
	Period of notice
Telephone no.	Date of leaving (if applicable)
	Reason for leaving
Brief outline of responsibilities/duties	

PREVIOUS EMPLOYMENT (most recent first)

Organisation	From	To	Post title	Brief description of post

GENERAL EDUCATION (from secondary education onwards)

From	To	Subject(s)	Qualifications (e.g. GCSE, NVQ, Diploma, Degree)	Grade/Class

OTHER TRAINING AND QUALIFICATIONS

Please give details of any skills, vocational or professional training (showing dates, course titles and qualifications if relevant) including in-service and short courses, research, published materials and memberships of professional bodies.

DETAILS IN SUPPORT OF APPLICATION (continue on a separate sheet if necessary)

Please provide additional information to show the relevance of your skills, knowledge and abilities to the vacant post.

HEALTH

Applicants with a disability or health problem will be given full consideration against the requirements of the post.

How many days have you been absent from work due to illness during the past two years?

Do you have a health problem or disability which is relevant to this job application? Yes No
If yes, please give details

Are there any special facilities you would like us to provide to help you attend an interview or to perform this job? Yes No

If yes, please give details:

Please tell us where you saw the advertisement for this job

REFERENCES

Please give the name, address, and position within the organisation, of two referees who can comment on your suitability for this post. One should be from your present or most recent employer.

Name Position Organisation Address	Name Position Organisation Address
Tel no. <input type="checkbox"/>	Tel no. <input type="checkbox"/>
Fax no.	Fax no.
Email Address:	Email Address:

If you do not wish us to contact referees without your consent, please put a cross (X) in the relevant box(es)

DECLARATION

I confirm that the information given in this application is, to the best of my knowledge and belief, true and complete.
I also give my consent to the processing of my personal data, by computer or other means, in relation to my job application and possible future employment.
In the event of being offered employment, I agree to provide further particulars, such as medical information, criminal background, references, and verification of qualification certificates and personal identification.
I understand that any false information or failure to disclose relevant information may invalidate my application, and, in the event of employment, result in dismissal or disciplinary action.

Signed Date

We thank you for your interest in this post and look forward to receiving an application from you.



EQUAL OPPORTUNITIES MONITORING

Professional Vocational Training is committed to a policy which actively promotes equal opportunities in all areas of its life and work. To assist in monitoring the effectiveness of this policy in its recruitment and employment procedures all applicants are asked to provide the following information.

Full name: (block capitals)

Position applied for:

Vacancy reference no:

Gender: Male

Female

Date of birth:

Ethnic Origin:

White British White Irish White European Other white origin

Mixed white and black Caribbean Mixed white and black African Mixed white and Asian Other mixed origin

Asian Indian Asian Pakistani Asian Bangladeshi Other Asian origin

Black Caribbean Black African Other black origin

Chinese Other ethnic group Prefer not to say

Disability:

Do you consider yourself to have a disability? Yes No

A disability could be any physical or mental condition that has (or could have, if untreated) a substantial and long term effect on your ability to carry out normal day to day activities, for example, arthritis, epilepsy, audio or visual defect.

Where did you see this vacancy?

JobCentre <input type="checkbox"/>	Newspaper/journal (please give name if known) <input type="checkbox"/>	
Professional Vocational Training website <input type="checkbox"/>	Other internet website (please give name if known) <input type="checkbox"/>	
Word of mouth <input type="checkbox"/>	Other <input type="checkbox"/>	

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998. This data is excluded from our assessment of your suitability for the post for which you have applied, and is exclusively used for the statistical evaluation of our equal opportunities policy within recruitment and employment.

I consent to this information being processed in the manner described above.

Signed

Date

Thank you for your assistance in our equal opportunities monitoring.