

INTERNAL:



**PRINCESS ROYAL TRUST
RENFREWSHIRE CARERS CENTRE
APPLICATION FORM
(to be completed in black ink or type)**

Post Applied for: ADMINISTRATION ASSISTANT

PERSONAL DETAILS

Surname:		Initials:	
Former names:			
Address:		National Insurance No:	
		Email Address:	
		Home Telephone No:	
Post Code:		Mobile Tel No:	
Date of Birth		Age	

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING DECLARATION

I have completed this application form and the details I have supplied are, to the best of my knowledge, true and complete. If appointed to this post this information will be kept as part of my personal file record. I authorise you to obtain references to support this application if I am identified as a preferred candidate following interview, to check qualifications, undertake a health check and obtain membership of Protection of Vulnerable Groups (PVG) Scheme.

I know that if I am employed and it is found that the information that I have given is not true, or that I have withheld information, you may dismiss me without any notice.

Data Protection Act 1998
I agree to you processing any information I provide to recruit staff, set up and process employment records, monitor effectiveness of your equal opportunities policy and carry out your legitimate interests.

Signature **Date**

The front page of this application and Equal Opportunities Monitoring Form will be removed before the process to prepare a shortlist for interview. We believe this approach will help ensure equality of opportunity for all applicants. Your identity will be removed from all additional sheets.

Courses & Qualifications
Please list all relevant education, qualifications and training courses, including volunteer training starting with the most recent. *Continue on an additional sheet if required, ensuring your name,*

(surname and initials), is on any separate sheets you use:-

Courses & Qualifications	School/College/Agency	Year	Duration

Membership of professional organisations/SSSC/PVG Membership

Name of organisation of institution	Class of membership and registration number	Date achieved	Date membership runs out (if appropriate)

EMPLOYMENT DETAILS

Your present or most recent employer				
Are you currently employed? YES/NO		Reason for seeking alternative employment:		
Name of present or last employer:				
Address:				
		Tel No		
Length of Service:	From:	To:	Current Salary:	Notice Required:
If this is your most recent employer, please give the date you left your last position and the reason why you left:-				
Job title and a brief description of your duties and responsibilities of present or most recent position				

Previous Employment/Relevant Experience (inc voluntary work)			
Please give details of all your past employers/voluntary work, stating the most recent first (continue on additional sheet if required, ensuring your name,(surname and initials), is on any separate sheets you use. Explanations should be given for periods not in employment or education/training			
Name & address of employer	Dates	Position/Main duties(briefly describe the type of work carried out, duties and responsibilities	Reason for Leaving
Previous emp cont/d...			

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Information to help us consider your application

State below your reason for applying for the post and the qualities, skills, experience and achievements to date, you consider make you a suitable applicant, how you meet the person specification and what you could bring to this position. Please make sure you give relevant examples to illustrate how you will meet the requirements of the post. *Continue on an additional sheet if required, ensuring your name, (surname and initials), is on any separate sheets you use.*

REFERENCES

Please give the names and addresses of two referees; preferably both work references, who know you well and can provide reliable current information about your experience/skills/qualifications indicating your suitability for this post. (One of the two must be your present or last employer). If you have had no employment for a significant period of time, please name two referees who can supply a character reference (excluding relatives and friends). References will only be sought for the preferred candidate.

Contact Details (Name, Address, Email, Tel No)	Position or relationship to you
Referee 1	
Referee 2	

Please note: Referees will be asked about disciplinary offences/protection concerns relating to children/vulnerable adults, including any which is time expired.

Where did you see this post advertised?	
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Please return this application form completed and signed, to :-

Strictly Private and Confidential
For the Attention of Janice Tiffany
Renfrewshire Carers Centre
Unit 55, Embroidery Mill,
Abbey Mill Business Centre,
PAISLEY
Renfrewshire PA1 1TJ

Or e-mail to: janice@renfrewshirecarers.org.uk

Candidates invited to interview will be asked to sign their application form

NO CV's will be accepted and an ELIGIBILITY FORM must be provided.