



Your Application Form

Post:

Job ref:

Guidance on our recruitment process, including hints and tips for completing this form, can be found in your candidate pack. If you need to add any additional information, feel free to attach a separate sheet.

Your declaration...

I declare that the information given within this form is correct and understand that on appointment any misleading statements or deliberate omissions may be regarded as grounds for dismissal.

Signature:

Date:

All about you...

Surname:

Forename(s):

Title:

Address:

Postcode:

Email:

Date of birth:

Home telephone:

Mobile:

Are you related (legally or common law) to any employee, volunteer or service user of PSS?

Do you have a Driving License (if applicable to the post applied for)?

Are you a member of a Professional Body, Society or Institute e.g. HCPC, CIPD?

If **YES**, please tell us which one:

If shortlisted for interview, I wish to use the Welsh language (*please indicate*)

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

If **YES**, please give details:



IMPORTANT: The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. However if you are applying for a post that is exempt under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975), you are not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act. Any failure to disclose such details or provide truthful information will result in us withholding employment or to dismiss.

About your employment history...

Where do you work at the moment/where was the last place you worked?

Job title:

Employer's name and address:

Current salary:

Notice period:

Start date:

End date:

Why did you leave?

Tell us a bit about what you did when you worked there. What did you do each day? What were you responsible for? Who was your manager? Did you manage anyone?

Your references...

Name of referee 1:

Their job title:

Their employer:

Can we contact them before your interview?

How do you know this person?

Address:

Email:

Contact telephone:

Name of referee 2:

Their job title:

Their employer:

Can we contact them before your interview?

How do you know this person?

Address:

Email:

Contact telephone:

What makes you great?

Now's the time for you to shine. Tell us all the ways your skills and experience fit with what we're looking for and why you think you'd do a great job in the role you're applying for. Take a look at your candidate pack - there are lots of hints and tips in there about how to fill this section in.

Thank you for taking the time and effort to apply for a job at PSS.

Sit tight - we'll be in touch soon.