

# Application Form

Reference Number: .....

## Position – Personal Assistant

Surname:		Other names:	
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Address including post code:	
Contact numbers:	Tel: Mobile: Email:

Do you require a work permit?	Yes/No
Work permit expiry date:	

## Education and Training

Qualifications:  Examinations/Qualifications/ Level/Skills gained:  Date gained:  Grades:	
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## Employment History

If you are unemployed, please give details of your last employer.

Present or last employer & address:	Dates employed from – to:	Brief list of duties:
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*Continue on additional page if necessary with explanation of breaks in employment history.*

**Voluntary/Unpaid Activities:**

Name & Address of Organisation:  Position & brief description of the role:  Dates from/to:  Any skills or Training:	
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**Additional Information**

Please tell me about other jobs you have done and about the skills you used and/or learned in those jobs:

Please tell me why you have applied for this post and give examples of things you have done that make you particularly suited to the job:

Do you have a full driving licence?	
Do you have a regular use of a vehicle?	
Please list any endorsements:	

## References:

Please give details of two referees, one of which should be your present or most recent employer.

Name:		Name:	
Position:		Position:	
Address:		Address:	
Contact Number:		Contact Number:	
Relation to applicant:		Relation to applicant:	

No approach will be made to your present employer before an offer of employment is made to you.

## IMPORTANT INFORMATION

### Work Permit (Asylum and Immigration Act 1996)

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

### Criminal Convictions (Rehabilitation of Offenders Act)

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.

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)

Yes

No

If yes, please give full details in a separate document. They will only be taken into account if they are considered relevant to the post for which you have applied.

*I hereby declare that the information I have given about my criminal convictions is true.*

Signature:

Date:

## Interview Details

If you have a disability please tell me about any adjustments I may need to make to assist you at interview:

Please tell me if there are any dates you would not be available for interview:

## Declaration

Please read, sign and date the following declaration:

*I confirm that to the best of my knowledge the information provided is correct. I accept that providing deliberately false information could result in my immediate dismissal.*

Signature:

Date:

## Data Protection

By submitting this form you are giving your explicit consent for Slough Borough Council to process this information to support your application in line with the Data Protection Act 2018.

The data on this form will be:

- securely forwarded to the potential employer following the closing date of the job
- stored by Slough Borough Council on a secure intermediary system for a set period for back-up purposes

For further information please go to the [Slough Borough Council's privacy page](#).