



# Personal Assistant Recruitment and Employment Service

## PERSONAL ASSISTANT APPLICATION FORM –BANK STAFF

NO APPLICANT WILL BE UNFAIRLY DISCRIMINATED AGAINST. WE ARE PARTICULARLY ALERT TO ELIMINATING DISCRIMINATION ON ACCOUNT OF AGE, CULTURAL/RELIGIOUS/POLITICAL BELIEF, DISABILITY, ETHNICITY, GENDER, RACE, RELATIONSHIP STATUS, SEXUAL ORIENTATION, AND/OR TRADE UNION MEMBERSHIP OR STEWARDSHIP.

PEOPLE MATTER IW HAS A LEGAL OBLIGATION TO ENSURE THAT ALL PROSPECTIVE EMPLOYEES HAVE THE RIGHT TO WORK IN THE UK. PLEASE COMPLETE THE RIGHT TO WORK DECLARATION AND SUBMIT WITH THE APPLICATION. PROOF OF RIGHT TO WORK IN THE UK WILL BE REQUIRED.

FOR CERTAIN VACANCIES ,APPLICANTS MUST HAVE A UK DRIVING LICENCE AND ACCESS TO OWN VEHICLE DESIRABLE, BUT NOT ALWAYS ESSENTIAL.

ALL APPLICANTS MUST BE WILLING TO UNDERTAKE AN ENHANCED DISCLOSURE & BARRING SERVICE CHECK

### PERSONAL DETAILS

Date Application: _____	Personal Assistant Vacancy only
Applicant Name: _____	Mobile Number: _____
E-Mail Address: _____	Home Phone: _____
Home Address: _____	Gender: _____
_____	Preferred contact _____
_____	
Postcode: _____	

### EMPLOYMENT DUTIES

In order for us to be able to assign you with any relevant opportunities, please complete the following questions: \_\_\_\_\_

**Do you have a full, points-free, British driving Licence?**

Yes  No

**Are you willing to drive the client in their own car?**

Yes  No

**Are you willing to drive the client in your own car?**

Yes  No

**Do you have regular access to your own vehicle for use during normal working hours?**

Yes  No

**Would you work for an employer who smokes or does not allow you to smoke during working hours?**

Yes  No

**Are you comfortable working around client's pets?**

Yes  No

**When are you available to start work?**

**INFORMATION ABOUT YOUR AVAILABILITY, SKILLS AND QUALIFICATIONS**

Please complete the following questions outlining any relevant skills and qualifications you may have which will enable you to successfully undertake the position of Personal Assistant. Don't worry if you don't have any qualifications, often experience and personal qualities will be enough to secure a position. If your application is successful training will be offered.

**Please tell us what area of the Island you would be prepared to work in, what level of services you would be prepared to provide to clients, such as personal care, and also detail your times of availability. Please also tell us which group(s) of clients you would prefer to work with for example: Children and/or children with support needs, young people and/or young people with support needs, adults or specifically older people which may include clients with dementia.**

**What experience do you have relevant to this post? Please provide details of any paid or unpaid work (Please see the job description & person specification and explain how you would meet the criteria)**

**What attracted you to this role?**

**Please describe your relevant skills and relevant personal qualities. (This information will be utilised in creating your anonymous 'Personal Profile' for circulation to potential clients).**

**Please detail what previous relevant education and training you have for this post: (This information will be utilised in creating your anonymous 'Personal Profile' for circulation to potential clients).**

**Please tell us a little about yourself and your hobbies and interests. You may also add any other information which you feel may support your application: (This information will be utilised in creating your anonymous 'Personal Profile' for circulation to potential clients).**

## FULL EMPLOYMENT HISTORY

Please provide information on any relevant work experience you may have which may be appropriate to this position. Please note that the referencing and checking for this position is comprehensive and any information supplied on this application may be followed up.

### Present or Most Recent Occupation

#### Job Title

#### Employers name and address and name of supervisor or line manager:

#### Dates worked

<b>From</b>	<b>to</b>
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**Please provide a short summary of your main duties and responsibilities and how you feel this might be relevant to the post you are applying for with People Matter IW:**

**Please provide full details below of your employment history, in chronological order, with employer, dates worked and reason for leaving. Please also explain any/all gaps in employment. Continue on a separate sheet if necessary.**

<b>Employer</b>	<b>Dates worked from – to</b>	<b>Reason for leaving</b>

**Please provide a referee who has direct knowledge of you and your work (paid or unpaid). If you have previously worked in social care, you are required to provide one reference relating to this area of work.**

**Please also provide an additional work or personal referee (a direct family member cannot be given as a referee unless you have specifically been employed by this person as a Personal Assistant).**

## APPLICANT DECLARATION

I confirm that, to the best of my knowledge the information I have provided on this form is accurate and that I have not altered or omitted any facts which may have a bearing on my application

The majority of PA vacancies include a regulated activity. Where a job role includes a regulated activity the post will be subject to an Enhanced Disclosure and Barring service check (DBS formerly CRB). Please see advert for further information. Depending upon the job role the applicant may also be asked if they are barred from working with specific groups of people. Guidance and regulated activity, criteria for DBS checking, and on the filtering of cautions and convictions can be found at the Disclosure and Barring service website. [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

I have read and understood the DBS Statement and I am willing to undertake a DBS check for this role.

Declaration acceptance signed:

Declaration acceptance date:

### **How to submit your application:**

Print the application pack, complete Application Form and all other forms including Right to work and criminal convictions Form and mail these to:

**PARES Officer , People Matter IW, 1 & 2 Bernard Way, Newport, Isle of Wight, PO30 5YL.**

**Or complete the forms electronically and submit to:** PARES@peplematteriw.org

**Informal enquiries to:** PARES Officer Clare Martin on 01983 241494

## FOR INTERNAL USE ONLY

Date Replied: \_\_\_\_\_

PARES Officer  
Signature: \_\_\_\_\_

**Comments:**



<b>Job Reference No:</b>	<b>PARES Bank Personal Assistant</b>
<b>Candidate ID No:</b>	
<b>Declarations</b>	
<b>Convictions</b> People Matter IW is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions). This means that <b>unless stated in the job description, person specification or application pack</b> , you must tell us about any previous convictions either classed as 'spent' or 'unspent'. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. <b>Information will be verified by Disclosure and Barring Service checks for all posts.</b>	
I declare that I have: <input type="checkbox"/> (a) No previous convictions	
<input type="checkbox"/> (b) Previous convictions – details of which are:	
Please read the following statements. You will be asked to sign a declaration if you are appointed:	
<ul style="list-style-type: none"><li>• I have completed this application form and the details I have supplied are, to the best of my knowledge, true and complete;</li><li>• I understand that if appointed to this post the information on this form will be kept as part of my personal file record;</li><li>• I authorise you to obtain references to support this application if I am identified as a preferred candidate;</li><li>• I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998;</li><li>• I declare that I have no previous convictions, or have identified any I have above.</li></ul>	
<b>Read, agreed and understood (check box)</b> <input type="checkbox"/>	<b>Date:</b>

Signature \_\_\_\_\_





## CONFIRMATION OF RIGHT TO WORK IN THE UK STATEMENT

PLEASE NOTE THIS DOCUMENT MUST BE COMPLETED AND RETURNED BY ALL APPLICANTS

**Post Applied For: PARES Personal Assistant (Bank Staff)**

**Candidate ID Number: (for office use only):**

**We need to know if you are eligible for employment in the UK Even if you are a British Citizen.**

**PLEASE READ ALL QUESTIONS CAREFULLY BEFORE COMPLETING THIS FORM.  
PLEASE TICK BOXES WHERE ANSWER IS YES/NO**

The information you provide in this part of the form is confidential and is not in the shortlisting process. It will be separated from your application form when we receive it.

1. Are you a British Citizen or a European Economic Area National?     Yes                       No  
If you have answered NO, please answer all questions from 2-5 and read and sign the declaration at section 6. **You will need to provide documents to verify your right to work. Please see attached sheet for list of acceptable documents.**

**RIGHT TO WORK IN THE UK**

2. Do you have right to work in the UK?                      Yes                       No

3. What is your Nationality?

**ENTRY CLEARANCE TO REMAIN**

4. Date of Entry to the UK:    Day ..... Month ..... Year .....

Date Period of Entry/Leave to remain in the UK ceases (Visa Expiry)  
Day ..... Month ..... Year .....

**5. PLEASE INDICATE WHICH IMMIGRATION STATUS APPLIES TO YOU.**

Tier 1 General		Tier 1 Post Study	
Tier 2 General Certificate of Sponsorship (formerly Work Permits)		Refugee/Asylum Seeker	
Tier 4 (formerly student visa)			
Spouse/Dependent of permit/visa holder			
Other – please specify		Ancestry visa holder	
		PLAB or visitor visa holder	

**PLEASE NOTE THAT YOU WILL BE REQUIRED TO PROVIDE APPROPRIATE DOCUMENTATION PRIOR TO ANY APPOINTMENT BEING MADE.**

## 6. DECLARATION

- I declare that the information provided in this form is to the best of my knowledge true and complete.
- I understand that ALL applicants are required to provide proof of their Right to Work in the UK.
- I understand that it is my responsibility to ensure that I complete this document correctly and that I will be required to provide proof of my right to work in the UK prior to any formal offer of employment being made.
- I understand that Applications from candidates who require a Tier 2 General Certificate of Sponsorship will only be considered if no suitable UK or EEA national is identified for this post. For further information on the UK Border Agency's Points Based System for immigration into the UK, please visit [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_