



PA/Befriender Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

POST APPLIED FOR: _____

(If you are interested in PA work in general, please state 'Personal Assistant', if you are interested in a specific post that has been advertised, please state the post title)

Section 1 Personal details

Title:		First Names:							
Last Name:									
Address:									
Postcode:									
Home Telephone Number:									
Mobile Telephone Number:									
E-mail address:									
Date of Birth:									
National Insurance Number:									

If you have been living in this country less than three years, you will need to provide proof of your eligibility to work. If offered an interview, you will be required to bring your passport/visa & 2 utility bills.



Some families may require a PA who can drive. And sometimes families would like a PA with their own car.

Do you hold a full UK driving license?	Yes	No
Do you have access to a car?	Yes	No
Do you have business insurance?	Yes	No
If no, would you be prepared to add business use to your policy?	Yes	No

Can you let us know what days and times you are available to work?

	AM	PM	EVENING	NIGHTS
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours per week are you ideally looking for?

Do you need permit to work in the UK?

When are you available to start?

Do you have any special requirements around attending an interview? If so, please give us the details.

Section 2 DBS check

Do you have a current Enhanced DBS check?	Yes:	No:
If yes, what is the date of issue?	Date:	



Have you ever been convicted of a criminal offence?	Yes	No
Have you any prosecutions pending?	Yes	No
If yes, please give details .		



Section 3 Education, Professional or vocational qualifications

Date From	Date To	School/College or University	Level and subject	Grade

Section 4 Employment History

Please list chronologically, starting with current or last employer. Please explain any gaps in employment clearly.

Name and Address of Employer	Date From:	Date To:	Post held & Responsibilities	Salary / grade & Reason for Leaving



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Section 5 Skills, Abilities, Knowledge & Experience

Use this section to outline the skills and abilities you have gained which make you a good candidate for the job. Make sure you demonstrate how you meet the job requirement detailed in the job description and person specification. This may be from previous employment, other unpaid work or personal experience.

Section 6 Why do you want to do this job?

Use this section to tell us what has prompted you to apply for this position, and why you would like to do this job. What do you think makes you stand out?



Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken up after a successful interview.)

Reference 1		Reference 2					
Name:	<input type="text"/>	Name:	<input type="text"/>				
Their Position (job title):	<input type="text"/>	Their Position (job title):	<input type="text"/>				
In what capacity does this person know you?	<input type="text"/>	In what capacity does this person know you?	<input type="text"/>				
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>				
Dates Employed:	<table border="1"> <tr> <td>From:</td> <td>To:</td> </tr> </table>	From:	To:	Dates Employed:	<table border="1"> <tr> <td>From:</td> <td>To:</td> </tr> </table>	From:	To:
From:	To:						
From:	To:						
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Postcode	<input type="text"/>	Postcode	<input type="text"/>				
Telephone N ^o :	<input type="text"/>	Telephone N ^o :	<input type="text"/>				
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>				

Section 8 Declaration

I confirm that the information in this application is truthful and accurate. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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ibk initiatives undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.



Section 9 Returning your completed Application Form

Please **email** your completed application form to Kate or Vicky at recruitment@ibkinitiatives.com or **post** to **PA Recruitment**, St Mary's Community Centre, Bramall Lane, Sheffield, S2 4QZ.

All posts are subject to satisfactory references and a DBS check.