

**Application Number**

**Office use only**

**PATA Head Office**

**APPLICATION FORM**

**Thank you for your interest.**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

**Section A**

|  |  |  |
| --- | --- | --- |
| Post applied for |  | Location |
|  |  |  |
| **Personal Details**  Surname and title |  | Forenames |
|  |  |  |
| Address (including postcode) |  | Telephone Numbers |
|  |  | Home:  Mobile: |
| Email address: |
|  |
|  |
|  |
| Is there any time when you are not available for interview? |  | If successful, when could you start? |
|  |  |  |
|  |  |  |
| Do you have a current driving licence? |  |  |
|  |  |  |
| Do you have use of a car? |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**References**

|  |  |
| --- | --- |
| **Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer.** Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation. We do not accept references from friends or family members.  To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by email. Therefore, please provide us with full details of your referee’s email address. | |
| **Referee One: This referee must either be your current or previous employer**  If you are invited for interview may we approach this referee without further reference to you?  Yes  No  Name:  Job title:  Email:  Address:  Post Code:  Relationship to you:  Telephone No: | **Referee Two:**  If you are invited for interview may we approach this referee without further reference to you?  Yes  No  Name:  Job title:  Email:  Address:  Post Code:  Relationship to you:  Telephone No: |

**Section B**

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If you have an up-to-date CV covering the following information then please attach and submit it with this application form and go to section C

**Employment**

**Current or last employer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and Address | | |  | Job title | | |
|  | | |  |  | | |
|  | Date Employed | | |
|  | From To | | |
|  | Present salary | | |
|  |  | | |
| Reason for leaving/wishing to leave | | |  |  | | |
|  | | | | | | |
| Brief outline of duties | | |  |  | | |
|  | | | | | | |
| Previous employment/experience (most recent first) | | | | | | |
| From | To | Employer’s name & address | | | Job title | Reason for leaving |
|  |  |  | | |  |  |

**Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| School, College, University etc | From | To | Qualification and grades obtained |
|  |  |  |  |
| Other relevant training and courses attended | From | To | Qualification and grades obtained |

**Section C**

**Relevant Experience**

|  |
| --- |
| Please use the space below (and additional sheets if necessary) to explain why you are applying for this job and how your experience, personal qualities, work with voluntary organisations and skills help to make you a suitable candidate. |

**To help us monitor the success of our advertising, please state where you saw this position advertised.**

##### Data Protection

PATA will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees, to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above**.  
  
If your application is unsuccessful, we will keep your information for 6 months in accordance with legal requirements and for administration purposes.   
  
Under the Data Protection Act 2018 you have a right of access to the information we hold about you and you have a right to correct any inaccuracies in your information. Please contact PATA at The PATA Centre, Chequers Bridge Centre, Painswick Road, Gloucester, GL4 6PR.

Posts where the applicant will be working with children are subject to the requirements of the Early Years Foundation Stage which includes safeguarding children procedures.

Unspent convictions must be disclosed to the Selection Panel. A conviction is not necessarily a bar to employment.

I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, PATA will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: Date:

***PATA (UK) Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR***

***Registered Charity no. 1124222. Company limited by guarantee registered in England and Wales, company no. 6541176***

**Equal Opportunities in Employment**

PATA is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

|  |  |  |
| --- | --- | --- |
| What is your ethnic group?  ◆ Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background: | | |
| 1. White   British  Irish  Other (*please state below)* | 1. Mixed   White and Black Caribbean  White and Black African  White and Asian  Other (*please state below)* | **(c) Asian or Asian British** Indian  Pakistani  Bangladeshi  Other (*please state below)* |
| (d) Black or Black British  Caribbean  African  Other (*please state below)* | (e) Chinese  Chinese  Other (*please state below)* | Would rather not state |

**How old are you?**

**Do you consider yourself to have a disability? Yes  No**  **Would rather not state**

**Which of the following best describes your religion/belief?**  
 Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None

**Other *(please specify)*** **Would rather not state**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Which of the following best describes your sexual orientation? | | | | |
| Heterosexual | Gay | Lesbian | Bisexual | Would rather not state |
| Which of the following best describes your gender? | | | | |
| Male | Female | Other | |  |

##### Is your gender identity the same as your gender at birth? Yes No Would rather not state