

PETA LIMITED
PRIVATE and CONFIDENTIAL

Employment Application

Please complete all sections of this form in black ink and then return it to:

PETA Limited 1 Access Point Northharbour Road Portsmouth Hants PO6 3TE

Tel: 023 9253 8700

Email: Recruitment@peta.co.uk

Position Applied for

Reference Number

PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms etc):

Last Name

Other Names

Address 1

Town

County

Post Code

E-mail:

Mobile Phone:

Day Phone:

Do you have the right to take up employment in the UK?

Yes

No

Do you hold a full driving licence?

(you need only answer this if driving has been stated a a prime requirement for the job)

Yes

No

Dates you are **not** available for interview:

How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements you would require to attend interview.

CURRENT OR MOST RECENT EMPLOYMENT

Name and address of your current or most recent employer

Position held and brief description of main duties and responsibilities

Reason for leaving or wanting to leave

Period of Employment ... From

To

Continue on the next page

PREVIOUS EMPLOYMENT

Please list other previous employment in date order starting with the most recent including any temporary work.

Employer's name and address	Job title, main duties and responsibilities	Dates Employed	Reason for leaving

Education and Training

Please list details of your education and training, in the order they were attained giving grades where applicable. Also list any on the job training undertaken, which may have led to a qualification but which you feel is relevant to this position

Subject	School, College, University or Employer	Qualifications gained	Dates from/to

Continue on the next page

Professional Membership

If you are a member of a recognised Organisation or Institute which is relevant to the position for which you are applying, please list them here.

Organisation

Date Elected

Grade

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Skills, Abilities, Knowledge and Experience

Use this section to tell us why you are the right person for the job. Read the job description carefully as it shows the skills we expect the successful applicant to have. Outline any particular experience gained in previous positions, or in any activities outside work hours that you feel show your aptitudes and skills.

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Fitness and Health

Do you have any fitness or health issues which may affect your ability to carry out the responsibilities and duties of the job role you have applied for (please refer to the Job Description supplied or available on our web site)?

Yes

No

If yes, please advise and detail any support you may need.

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Continue on the next page

References

Please give the name and addresses of two people who can provide a reference for you, one of which must be your current or most recent employer, and the other should be from a previous employer. Do not give friends, work colleagues or relatives as referees. If you have not previously worked, please give a teacher, lecturer or other person who will be able to supply a non-personal reference for you.

NOTE that your referees will only be contacted if an offer of employment is made and accepted.

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Tel Number	<input type="text"/>	Tel Number	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for. Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise.

If you do not have any current, pending or past cautions or convictions please specify "None".

PETA Limited will consider all applications on their merits and in doing so will consider applications from staff who have a previous criminal conviction. However, because of the nature of our business, and where appropriate for the job role, appointed staff will be required to be registered with the Disclosure and Barring Update Service (formerly CRB) and give consent to a check being carried out. PETA will then obtain a disclosure in line with the DBS Code of Practice.

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Please check this box to confirm that you have read and understood the above declaration

Date

You may use the optional continuation sheet on the next page to provide further information that may assist your application

PETA Ltd is committed to equal opportunities in its employment policy, practices and procedures.

Continuation Sheet (Optional)

Please use this space to expand on your answers and to provide any other information that may assist your application.