

Post Applied for:
Where did you learn of this vacancy?
CV Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>

**APPLICATION FORM**

**GUIDANCE**

- Please complete all sections
- Please submit a CV along with the completed form if you have one
- Return your completed application form by the closing date

**1. Personal Details**

Surname:	Title:	First Names:
Address for Correspondence:		
Post Code:		
Daytime Telephone Number:		
Mobile Telephone Number:		
Email Address:		
Nationality:		
Do you require a work permit to work in the UK please select one answer:		
Yes <input type="checkbox"/> No <input type="checkbox"/>		

**2. Current Employment**

Dates Month/Year From To	Name & Location of Employer	Position and Responsibilities
Reason(s) for seeking a new position:		



**4. Education (detail only the highest qualification in each subject)**

Subject	Qualification Gained	Year of Award

**5. Disciplinary/Grievance**

If you are involved in any disciplinary or grievance procedures or any “live” formal warnings, please list information on this below;

**6. Membership of Professional Bodies**

Professional Body	Class of Membership	Date

**7. PVG Scheme Membership**

Membership Number	Date on most recent form	Regulated work with protected adults	Regulated work with children	Regulated work with both protected adults and children

**8. Driving Licence/Business Insurance**

Driving Licence	
Daily access to car	
Business Insurance	

**9. Convictions**

Unspent offences	Details

Spent offences	Details of offence

**10. Skills Profile (as appropriate to the role)**

Describe how your skills & experience match the requirements of the role (use an additional sheet if required):

**11. Additional Information**

Please provide any further information you consider relevant to your application (please continue on an additional sheet if required):

**12. Computer Skills**

*(please tick the relevant box)*

	Excellent	Very good	Good	Poor	None
Word					
Excel/Spreadsheets					
Email					
Publisher					
Power Point					
Internet					

Please detail your computer experience below

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**13. Please state if you have any family or close relationship to any existing employees of PPP and if you are related to anyone who uses the service.**

Name	Relationship

#### 14. Referees

Please give details of two referees. They must be qualified to comment on your ability and experience for this appointment and **must** include a referee from your manager with most recent employer. Pulteneytown People's Project do not accept references from family members.

**Referees will not be contacted prior to an offer being accepted unless agreed in advance.**

*Referee One*

Name:

Job Title:

Company:

Address:

Post Code:

Email:

Telephone Number:

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*Referee Two*

Name:

Job Title:

Company:

Address:

Post Code:

Email:

Telephone Number:

## 15. Certification

I certify that the information on this form is correct to the best of my knowledge. I understand that a false statement or omission may disqualify me from employment, or make me liable to disciplinary action. I understand that Pulteneytown People's Project may also contact any other employers listed in addition to the referees nominated.

Signature:

Date:

Please return your completed form and CV by post to:

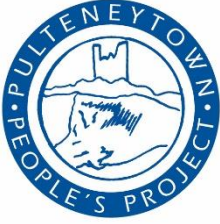
Pulteneytown People's Project  
Human Resource Department  
Huddart Street  
Wick  
Caithness  
KW1 5BA

Alternatively you can email your completed form and CV to [recruitment@pppwick.org.uk](mailto:recruitment@pppwick.org.uk)

Telephone: 01955 608530

Website [www.pppwick.org.uk](http://www.pppwick.org.uk)





## PPP Equality and diversity monitoring form

Pulteneytown People's Project wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to via email to [recruitment@pppwick.org.uk](mailto:recruitment@pppwick.org.uk) or post to **Human Resources, Pulteney Centre, Huddart Street, Wick, KW1 5BA**

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**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here .....

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**Are you married or in a civil partnership?** Yes  No  Prefer not to say

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say

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### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **White**

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### **Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say   
 Any other mixed background, please write in:

#### **Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### **Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

#### **Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in:

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?  
Please write in here:

.....  
.....  
.....  
.....  
.....

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual   
Prefer not to say  If you prefer to use your own term, please specify here

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

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Full-time  Part-time  Prefer not to say

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**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say