

APPLICATION FORM

Ref:

Please complete this application form and return by email to helen@pa2day.co.uk or by post to The HR Officer, PA2day Ltd, Clovalley House, 6 Cyprus Avenue, Belfast, BT5 5NT

If you need additional space to complete your application please continue on an additional page.

Post applied for:

Personal Information
Surname:
Forenames:
Title (Mr, Mrs, Miss, Ms, etc.):
Previous names (if any):
Current address:
Daytime telephone number:
Do you have the right to take up employment in the UK and, if necessary, have a Work Permit? YES / NO
Dates you are not available for interview:

Education and Qualifications		
From GCSE or equivalent to degree level in chronological order		
Date:	Establishment:	Examinations taken and Qualifications Gained (Specify Grades):

Postgraduate education or study or any other professional qualifications		
Date:	Establishment:	Examinations taken and Qualifications Gained (Specify Grades):

Membership of professional organisations		
Date joined:	Institute/ Organisation:	Grade Of Membership (Where appropriate):

Employment history
Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

Name and address of employer:

Date from / to:

Job title, description of duties and responsibilities, reason for leaving and salary on leaving:

Name and address of employer:

Date from / to:

Job title, description of duties and responsibilities, reason for leaving and salary on leaving:

Name and address of employer:

Date from / to:

Job title, description of duties and responsibilities, reason for leaving and salary on leaving:

Name and address of employer:

Date from / to:

Job title, description of duties and responsibilities, reason for leaving and salary on leaving:

Suitability for this position: Please detail your suitability for this position under the relevant headings below – including when and where skills and experience were gained:

<p>Criteria 1 - PA Experience:</p>
<p>Criteria 2 - At least two years recent experience in minute taking:</p>
<p>Criteria 3 - Microsoft Office Skills? (Word (mail merge, etc.); Excel (sorting, filtering, graphs, etc.); PowerPoint ('drawing', animation, etc.); Access?).</p>
<p>Criteria 4 - Experience in handling confidential materials?</p>
<p>Criteria 5 - Experience working on own initiative?</p>

<p>Other Information</p>
<p>Do you have any other training, qualifications or skills relevant to the post?</p>
<p>Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.</p>
<p>Do you hold a full driving licence? YES / NO If yes, do you have any current endorsements?</p>
<p>How many weeks' or months' notice do you have to give to your current employer?</p>

DISABILITY DISCRIMINATION ACT 1995

Do you require any special arrangements to be made to assist you if called for interview? YES / NO

If so, please provide details:

Referees

Please give details of two referees, one of whom should be your current or most recent employer. The other should not be a relative or contemporary. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

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 that 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.

Signed:

Date:

Please return the attached Fair Employment Monitoring Questionnaire **by post** (marking the envelope 'Private and Confidential') to:

The HR Officer, PA2day Ltd, Clovalley House, 6 Cyprus Avenue, Belfast BT5 5NT

Fair Employment Monitoring Questionnaire

Ref No: _____

Private & Confidential

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.