



PSPS

Public Sector Partnership Services Ltd

Delivering services for



Job Application Form

Thank you for your interest in Public Sector Partnership Services (PSPS). Our recruitment and selection process has been designed as a platform for you to demonstrate your skills and experience and for us to treat everyone fairly.

Application forms are confidential. When we are short listing applications we will only use the information you give us on Form B. We will keep application forms from unsuccessful applicants for 6 months and, unless you ask us not to, we may contact you about other vacancies.

Form A

Position
Applied
for:

Job Reference:

Department:

Location:

Personal Details:

Surname:	National Insurance no:
First Name:	Home tel. no:
House name/number:	Work tel. no:
Street/Road:	Mobile tel. no:
Town:	Can we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
County:	E-Mail address:
Postcode:	

Do you require authorisation to work in the UK? Yes No

If yes, and you have received authorisation,
What documentation do you have?

When does your current authorisation expire: __/__/__

Do you have use of a car for work? Yes No

Do you hold a current valid driving licence? Yes No

Do you consider that you have a disability? Yes No

In accordance with our procedures you will receive an interview if you meet the essential criteria for the post.

Public Sector Partnership Services is an equal opportunities employer and welcomes applications from all sections of the community. Please let us know if you have any special requirements relating to interview arrangements:

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.....

State the number of days' absence through illness/injury in the last two years. Please explain any single periods of absence which have lasted more than ten days.

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.....

Do you have a close personal relationship with any PSPS, South Holland or East Lindsey District Council, Councillors or Employees?

Yes No

If Yes, please provide name and position:

Criminal Convictions:

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please provide details, and if necessary continue on separate sheet.....

.....

If applying for a position which involves working with children or vulnerable adults ALL convictions / cautions must be declared (regardless of whether deemed as spent) If yes, please provide details; if necessary continue on separate sheet.

.....
.....

Failure to declare convictions / cautions may result in cancellation of any job offer. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.

Allegations and disciplinary action in relation to working with children

If you have been subject to disciplinary action if there have been allegations made in relation to your working with children, this must be disclosed. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.

Have you been the subject of an allegations or disciplinary action in relation to working with children?

Yes

No

If yes, please provide details relating to the nature of the allegation and the date and / or the Disciplinary action and the date, if necessary continue on separate sheet.

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

References:

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the NO boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher / tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

Name:	Name:
House Name/Number:	House Name/Number:
Street:	Street:
Town:	Town:
County:	County:
Postcode:	Postcode:
Tel. no:	Tel. no:
E-mail address:	E-mail address:
Relationship:	Relationship:
Organisation (if applicable):	Organisation (if applicable):

May we contact them if we decide to invite you for interview?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If NO, we will contact you for permission before requesting references)	Yes <input type="checkbox"/> No <input type="checkbox"/> (If NO, we will contact you for permission before requesting references)

All completed application forms must reach us by the first post on the published closing date. If you are not invited for interview within 4 weeks of the published closing date, please assume that your application has not been successful. This company is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Please return to: Human Resources, Public Sector Partnership Services, Council Offices, Priory Road, Spalding, Lincs, PE11 2XE. Or via email jobs@pspsl.co.uk

FOR HR USE Personal ID	Interview Venue	Invite for interview
Invite for interview	Date	Reference 1
Yes <input type="checkbox"/> No <input type="checkbox"/>	Time	Reference 2
	Offer –	Regret
	Commencing date	
	Commencing salary	



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Education & Qualifications

Form B

N.B. Successful applicants will be required to provide proof of qualifications obtained.

Secondary School(s) attended	Subject studied	Level / Grades

Further or Higher Education

Place of Education	Subjects studied	Level / Grades

Other Qualifications (e.g. Management, Professional, etc)

College/Institute/other	Subjects studied	Qualifications/level

Membership of Professional Bodies

Professional Body	Status of Membership	Membership by exam? Yes/No	Date acquired

Employment History

Name and address of current / most recent employer:	Job title: Current / latest salary and any benefits: Weekly hours:
	Start date:
	Date of leaving:
Notice required:	Reason for leaving:

Main Duties/Responsibilities/Achievements

Please list below a complete record of other employment and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

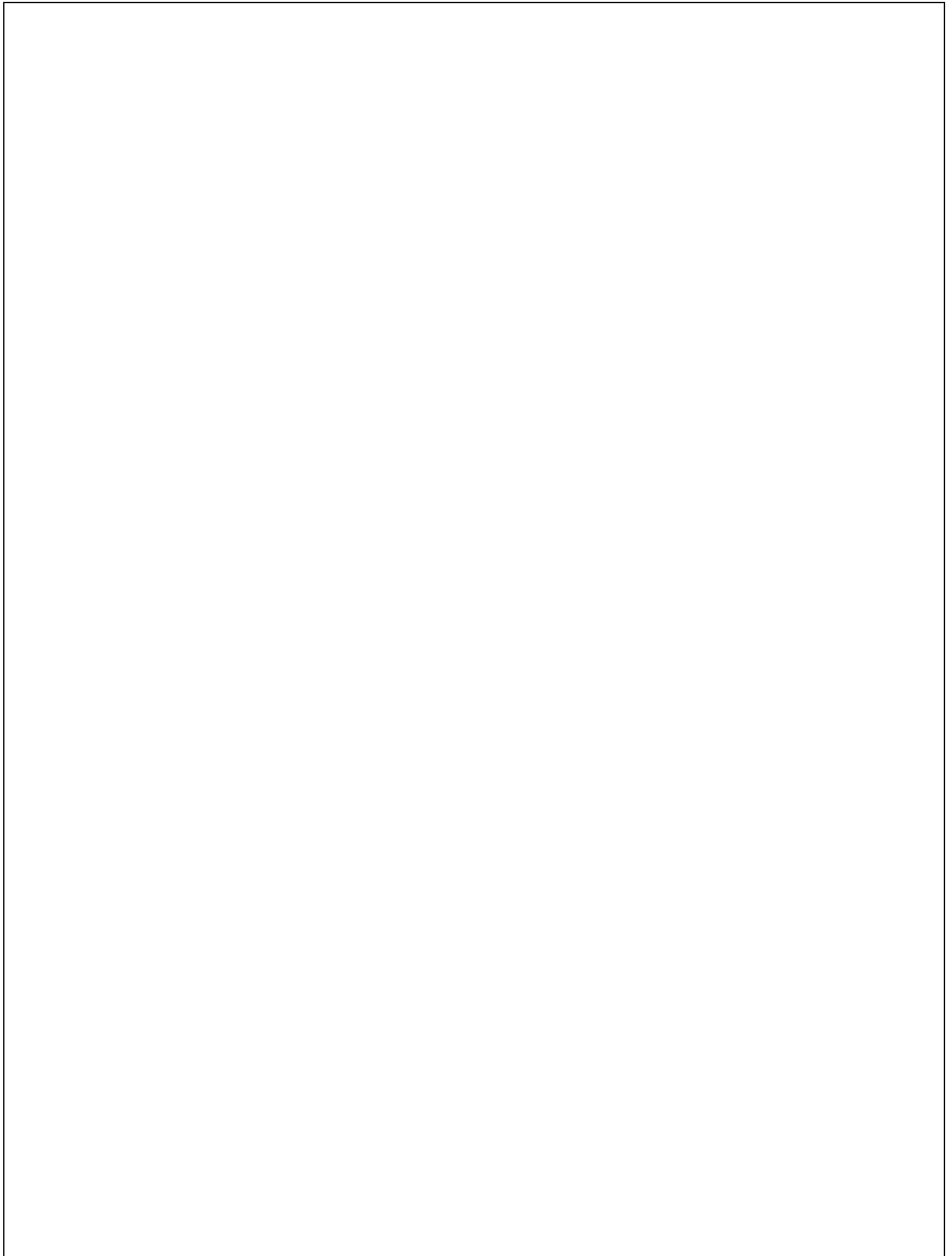
Employment/Voluntary Activity

Dates from / to	Name of organisation and nature of business	Job title / role with brief indication of main duties and responsibilities	Reason for leaving

Applicant's Statement

Please tell us how well you match the Essential & Desirable Criteria for the position using any relevant experience gained from your current or previous employment, as well as drawing on any skills from community, voluntary work or leisure interests. Also include here information about why you want the job and anything else you wish to say. **Please make sure that you address all of the points within the Essential and Desirable criteria within the Job Description in your applicant's statement. Try and work through each point logically detailing how you meet it. Failure to do so may result in you not being invited to an interview.**

Please continue overleaf if necessary



Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisations [Job Applicant Privacy Notice](#).

I declare that all the information on this form is true and correct. I understand that any false statement, incomplete or misleading information given could result in my dismissal if appointed to this post.

Signature _____ Date _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

FOR HR USE: Personal ID	Job ref no.
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