

Application for employment with **Path**

Personal Details

Post applied for

1. Title

Mr

Mrs

Miss

Ms

Other

2. First Name(s)

Surname

3. Address

4. National Insurance Number

5. Telephone numbers

(please include STD codes)

Day:

Eve:

6. Email Address

We will mostly communicate via email.

7. Date of birth

Please read these notes before completing this form.

1. Path aims to practice and promote equal opportunities. A copy of Path's Equal Opportunities Policy is available on our website. Currently, however, our premises are not wheelchair accessible.
2. Only those selected for interview will be contacted after receipt of completed forms. All unsuccessful forms will be stored for six months after the application deadline, thereafter being destroyed.
3. In terms of the application form:
 - a) Path will treat all information written on this form as confidential, none of it going outside the agency.
 - b) We will accept c.v.s combined with this form, as long as all information requested here is covered. Please cross reference where a section is fully addressed on an accompanying c.v.
 - c) Every candidate is expected to demonstrate how they meet each essential point on the person specification, giving examples. You are welcome to address these in order of appearance on the 'spec.
 - d) See the covering letter for the closing date. Late applications cannot be included.
 - e) Any offer of employment will be based on the information supplied here and subject to its validity .
 - f) This sheet will be detached from the application form for the purposes of short-listing.

As Path meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the employment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Signature

Date

Anyone returning this form by e-mail will, if short-listed, be asked to sign it at interview.

Please return completed form to: info@plymouthpath.org. or

By post: Administrator, Path, The Harwell Centre, 28 / 42 Harwell Court, Western Approach,
Plymouth, PL1 1PY

Position applied for:		Applicant Initials	
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I. Education and training. Please give details of:

Any relevant qualifications you have achieved.

College (or school) attended	Subject and level	Date		Grade
		From	To	

Relevant courses you have attended.

Course Title	Date	Subjects covered	Qualification Awarded (If applicable)

2. Work history

Please give details of your work history over the last 10 years, most recent first.

Name of Employer	Date		Job title + Brief details of duties	Pay rate + Reason for leaving
	From	To		

3. How soon can you start work with us?

4. Individual statement

Please give an account, and evidence, how you fulfil **each individual aspect of the person specification**, especially those listed as essential.

It is vital to address all the points we list on the specification: we look to see that people have **explained** and **evidenced** their knowledge and experience against each point, giving examples to show understanding and experience. This is how we can judge whether someone seems able to fulfil the role; and so is each candidate's chance to show us that, through a clear, methodical explanation of experience and ability.

We welcome people addressing the points on the specification systematically and will only short-list applications that address and evidence all essential points.

Please use the space below and continue on additional sheets if necessary.

5. Referees: We need to take up two references on your ability to carry out this work. Referees should be your current and previous employer. The individuals named should be your supervisors or equivalent: people who can comment on your work. (These will not be approached unless an offer of employment is made).

Please provide name and email address (or postal address), plus tel no.

For people who have been employed by Path within the last six years, we require a suitable reference from the relevant Path manager or the Director.

1.

2.

6. Criminal convictions

Please list any 'unspent' criminal convictions you have. NB This post is subject to a DBS check.

7. Where did you hear about this vacancy?

Eg Newspaper (which?); website (which?); word of mouth

8. Other information

Path has a positive attitude to employing and supporting people. If relevant, please note any other factors that you'd like us to be aware of for interview or possible employment.

We will contact (only) those people short-listed. If you have not heard from us within two weeks of the deadline, please assume you have been unsuccessful.

Thank you for completing this form.

Path (Plymouth Access To Housing) Ltd is a charity (no. 4478819) and ltd company (no. 1097772).