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| **Electronic Application Form** |
| To be completed via computer, if unable to do so then please complete the alternate form in your own handwriting using Black Ink. Please complete the form thoroughly before returning. Please refer carefully to the job description and person specification.. |

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| **Section 1 - Application Details**  Please complete the below with relevant details from job advert. | | | | | |
| Post Applied for | Click or tap here to enter text. | Vacancy Reference | Click or tap here to enter text. | Location | Click or tap here to enter text. |

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| **Section 2 - Personal Details** | | | | | | | | | | | | | | | | | | |
| Title | Click or tap here to enter text. | | | | | | National Insurance Number | | | | | Click or tap here to enter text. | | | | | | |
| Forename (s) | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| Surname | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| Have you been known by any other names | Yes | | |  | No |  | If yes, what names? | | | Click or tap here to enter text. | | | | | | | | |
| Address | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| Postcode | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| Home Telephone | Click or tap here to enter text. | | | | | | | | Mobile Telephone | | | Click or tap here to enter text. | | | | | | |
| Work Telephone | Click or tap here to enter text. | | | | | | | | May we contact you at work | | | Yes | |  | | No |  | |
| Email Address | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |
| Car Driver | Yes | | |  | No |  | Car Owner | | | | | Yes | |  | | No |  | |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? | | | | | | | | | | | | | | | | | | |
| Yes |  | | | | | | No | | | | |  | | | | | | |
| If yes then please skip to employment history section. If no, can you provide proof of permission to work in the UK? | | | | | | | | | | | | | | | | | | |
| Yes |  | | | | | | No | | | | |  | | | | | | |
| If yes, please complete below next section fully. | | | | | | | **If no, we are unable to accept your application as you are not legally able to work in the UK.** | | | | | | | | | | | |
| Type of permission to work in the UK. | | Click or tap here to enter text. | | | | | | | | | | | | | | | | |
| Hours permitted to work | | Click or tap here to enter text. | | | | | | | | | | | | | | | | |
| Expiry Date | | Click or tap here to enter text. | | | | | | | | | | | | | | | | |
| **Please note we will require sight of the documentation that permits you to work in the UK at interview stage.** | | | | | | | | | | | | | | | | | | |
| **Section 3a - Employment History**  Please record below the details of your current or most recent employer. | | | | | | | | | | | | | | | | | |
| Employer Name | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Address | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Type of business | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Job Title | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Start Date | | | Click or tap here to enter text. | | | | | End Date | | | | | Click or tap here to enter text. | | | | |
| Salary | | | Click or tap here to enter text. | | | | | Notice Period | | | | | Click or tap here to enter text. | | | | |
| Reporting to (job title) | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Reason For Leaving | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Brief description of your duties and responsibilities | | | Click or tap here to enter text. | | | | | | | | | | | | | | |
| Please list in chronological order, with your most recent post listed first including temporary, casual and short term jobs. Please explain any gaps in employment in the ‘Gaps in Employment’ section on the next page. (Please give full employment history since leaving school. If you require extra space please attach an additional sheet) | | | | | | | | | | | | | | | | | |
| Employer Name, Address including Postcode and Telephone Number | | | | | Date(s) employed | | | | | | Position (s) held  and salary | | | | Reason for leaving | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| Brief outline of duties and responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
| Employer Name, Address including Postcode and Telephone Number | | | | | Date(s) employed | | | | | | Position (s) held  and salary | | | | Reason for leaving | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| Brief outline of duties and responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
| Employer Name, Address including Postcode and Telephone Number | | | | | Date(s) employed | | | | | | Position (s) held  and salary | | | | Reason for leaving | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| Brief outline of duties and responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
| Employer Name, Address including Postcode and Telephone Number | | | | | Date(s) employed | | | | | | Position (s) held  and salary | | | | Reason for leaving | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| Brief outline of duties and responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | | | |
| Employer Name, Address including Postcode and Telephone Number | | | | | Date(s) employed | | | | | | Position (s) held  and salary | | | | Reason for leaving | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| Brief outline of duties and responsibilities | | | | | Click or tap here to enter text. | | | | | | | | | | | | |

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| **Section 3b - Employment gaps**  Please give details of all periods when not in employment, giving dates and reasons | | | | | | |
| Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. | | Reason | Click or tap here to enter text. |
| Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. | | Reason | Click or tap here to enter text. |
| Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. | | Reason | Click or tap here to enter text. |
| Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. | | Reason | Click or tap here to enter text. |
| Date from | Click or tap here to enter text. | Date to | Click or tap here to enter text. | | Reason | Click or tap here to enter text. |
| **Section 3c - Employment history continued** | | | | | | |
| Have you ever been dismissed from a previous post or had an employment contract terminated for any reasons including redundancy? If so please give details below: | | | | Click or tap here to enter text. | | |
| Have you been subject to disciplinary action in your current or any previous posts? (including being the subject of any disciplinary process not yet concluded to resignation) If yes, please give details below: | | | | Click or tap here to enter text. | | |
| Voluntary Work Experience  Give details of any voluntary or unpaid experience including care for others. | | | | Click or tap here to enter text. | | |

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| **Section 4 – Education and professional qualifications** | | | | | |
| General Education | | | Qualification Achieved | | |
| School/College | From | To | Subject/courses studied, level and grade  (e.g. GCSE, ‘A’ Level, GNVQ etc.) | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | |
| Further and Higher Education | | | Qualifications Achieved | | |
| College/University | From | To | Subject/courses studied, level and grade (e.g. BSC Psychology 2:1) | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | |
| Professional Training | | | Qualifications Achieved | | |
| College/University | From | To | Subject/courses studied, level and grade (e.g. BA Social Work/DipSW 2:1) | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | |
| NVQs and other work related qualifications | | | Qualifications Achieved | | |
| College/Training Provider | From | To | Awarding body, level and grade if applicable (e.g., Edexcel NVQ 3 Pass) | | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | |
| Professional Membership of Registered Bodies | | | | | |
| Name of Professional Body and Level of Membership | | | | Date | Registration No/Renewal Date |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Section 5 – Supporting Information**  In this section you need to demonstrate that you have read the job description and person specification and describe how you meet the essential and (where relevant) desirable criteria for this particular post. Continue on a separate sheet if necessary. Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers). Please DO NOT include personal details or duplicate information already provided elsewhere in your application | |
| Person centred thinking flows through PIPS, with the person at the centre of all we do – what does this mean to you? | Click or tap here to enter text. |
| Please use this space to explain why you are interested in this post and what you can bring to it, include strengths, skills and personal qualities. (Please use examples to demonstrate how this relates to the person specification). | Click or tap here to enter text. |
| What activities outside work interest you? (State any positions held you consider relevant.) | Click or tap here to enter text. |
| Please use this space to give any further information you feel would support your application and is relevant to the post. | Click or tap here to enter text. |
| **Section 6 - References**  Please give the names of the people who have agreed to supply references. For all positions you must provide 2 references. If you are, or have been employed, these should be your two most recent employers. These may include your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher/lecturer at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. All referees may be approached prior to interview unless you indicate otherwise.  Failure to provide the above can result in your application being withdrawn. If previously self-employed, please provide two professional referees and detailed information regarding your self-employment. | |

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| **Referee 1** | | | | | | | | | | |
| First Name | Click or tap here to enter text. | Surname/Family Name | | Click or tap here to enter text. | | | Title | | Click or tap here to enter text. | |
| Job Title | Click or tap here to enter text. | | | | | | | | | |
| Address | Click or tap here to enter text. | | | | | | | | | |
| Postcode | Click or tap here to enter text. | | Country | | Click or tap here to enter text. | | | | | |
| Telephone Number | Click or tap here to enter text. | | Fax Number | | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | | | | | |
| Relationship | Click or tap here to enter text. | | Can the referee be contacted prior to interview | | | Yes | |  | No |  |

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| **Referee 2** | | | | | | | | | | |
| First Name | Click or tap here to enter text. | Surname/Family Name | | Click or tap here to enter text. | | | Title | | Click or tap here to enter text. | |
| Job Title | Click or tap here to enter text. | | | | | | | | | |
| Address | Click or tap here to enter text. | | | | | | | | | |
| Postcode | Click or tap here to enter text. | | Country | | Click or tap here to enter text. | | | | | |
| Telephone Number | Click or tap here to enter text. | | Fax Number | | Click or tap here to enter text. | | | | | |
| Email | Click or tap here to enter text. | | | | | | | | | |
| Relationship | Click or tap here to enter text. | | Can the referee be contacted prior to interview | | | Yes | |  | No |  |

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| The nature of the work you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for a post involving access to persons in receipt of care services, your offer of employment will be subject to a satisfactory enhanced Disclosure and Barring check. It is therefore a requirement that all previous convictions are declared, even those which would otherwise be regarded as ‘spent’. (Any such information will be treated confidentially). | | | | | |
| Have you ever been convicted of any **criminal offence?** | | Yes |  | No |  |
| If yes, please provide details. | Click or tap here to enter text. | | | | |

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| **How did you hear about the vacancy?** | | | | | | | | |
| Job Website |  | Recruitment agency |  | | Newspaper advert |  | Jobcentre |  |
| Twitter |  | Facebook |  | | Leaflet |  |
| Other |  | Please specify | | Click or tap here to enter text. | | |
| Recommendation |  | Please advise who recommended you | | Click or tap here to enter text. | | |

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| **Declaration**  The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. | |
| Name | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Please send the completed application form to: [admin@pips.supp](mailto:admin@pips.supp)ort | |

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| **FOR OFFICE USE ONLY** | | | | | | | | | |
| Applicant Number | Click or tap here to enter text. | | | | | | | | |
| Shortlisted for Interview? | Yes | |  | | No | | |  | |
| If yes date and time of interview | Click or tap here to enter text. | | | | | | | | |
| Did candidate accept the interview? | Yes | |  | | No | | |  | |
| Identity Check | | | | | | | | | |
| Original documents only – no photocopies | | I confirm that I have seen the original documents, signed to confirm the identity of the applicant | | | | | Date | | |
| Photographic | | | | | | | | | |
| Passport | |  | | | | | Click or tap here to enter text. | | |
| Driving Licence | |  | | | | | Click or tap here to enter text. | | |
| OR | | | | | | | | | |
| Birth Certificate | | | | | | | | | |
| With the correct name | |  | | | | | Click or tap here to enter text. | | |
| Or in another name, with evidence of a change of name | |  | | | | | Click or tap here to enter text. | | |
| AND | | | | | | | | | |
| Proof of Address | | | | | | | | | |
| Utility bill, correct name and address and less than 3 months old or | |  | | | | | Click or tap here to enter text. | | |
| Credit card statement, correct name and address and less than 3 months old or | |  | | | | | Click or tap here to enter text. | | |
| Bank statement, correct name and address and less than 3 months old or | |  | | | | | Click or tap here to enter text. | | |
| Council tax bill, correct name and address and less than 3 months old or | |  | | | | | Click or tap here to enter text. | | |
| Was the candidate offered the post? | | Yes | |  | | No | | |  |
| Received 2 Satisfactory References | | Yes | |  | | No | | |  |
| DBS Form Completed | | Click or tap here to enter text. | | | | | | | |
| Proposed Start Date | | Click or tap here to enter text. | | | | | | | |