



PDSA application for employment

For office use only

www.pdsa.org.uk
Registered charity nos.
208217 & SC037585

pdsa
for pets in need of vets

All job applicants will be treated fairly. Selection for employment, promotion and training will be on the basis of aptitude and ability. It is PDSA policy not to discriminate on the grounds of sex, marital status, age, race, colour, nationality, ethnic or national origin, sexual orientation, disability, political opinion, religion or belief.

Please complete all sections in black ink. You may continue on blank paper (or the back cover) if you wish and a supporting letter/CV may be attached for information. CVs will only be accepted with a fully completed application form and must not show date of birth.

Application for the post of

Ref. no. Location of post

Where did you hear about this vacancy? (Please tick one of the following boxes)

PDSA website Other website Job Centre Local press Other (Please specify):

Title Address

Surname

Forename(s)

Previous name (if applicable) Postcode

Telephone no. (home) Telephone no. (work)

Telephone no. (mobile) Email address

Do you hold a full, clean driving licence? Yes No Do you have access to/use of a vehicle? Yes No

Do you require a work permit? Yes No If so, when does your current work permit expire?

Have you applied to PDSA for employment before? Yes No

If so, please give details

Education – full-time and part-time education from the start of secondary education.

Subjects passed at 'O' level/GCSE or equivalent	Subjects passed at 'A' level/GCSE or equivalent
Degrees or diplomas with dates and institutions attended	

Professional qualifications/membership of professional bodies

Name of professional body or bodies	(i) By examination – date and result	(ii) By election

Present or most recent previous employer (if any)

Name and address of present employer (or most recent previous employer)

Position held

Duties of post

Date appointed Present salary Period of notice

Work experience

Please list, starting with the most recent, any previous positions you have held, with a brief description of duties and dates.

Voluntary service or community work

Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis.

Relevant experience to this post/information to support your application

Please give details of relevant experience, interests or skills that you could bring to this position and your reasons for applying.
(Continue on a separate piece of paper if necessary)

Interests/hobbies

Interview requirements

Do you require any special arrangements to assist you if called for interview? Yes No
If yes, please state the arrangements that will be needed for you to attend.

References

Please give details of your **two most recent employers**. References will be requested following verbal offer. We will not approach your current employer without your permission.

Name	Name
Job title	Job title
Address (including company name)	Address (including company name)
Telephone no.	Telephone no.
Capacity in which known to you	Capacity in which known to you

Rehabilitation of Offenders Act 1974 (for non-Northern Ireland applicants)

You must declare any unspent criminal convictions registered against you.

(If none, please state no convictions to declare)

Rehabilitation of Offenders Order (NI) 1978 (for Northern Ireland applicants)

Have you ever been convicted of a criminal offence or are there any charges outstanding? Yes No

.....
If so, please give full details (continue on a separate sheet if necessary). You need not include motoring convictions unless, as a result, your driving licence has a current endorsement and you need not include convictions which are 'spent' under the Rehabilitation of Offenders (NI) Order 1978 (see Table of Rehabilitation Periods for guidance).

Data Protection Act 1998

In order to process this application PDSA, and from time to time its associated companies, such as PDSA Trading Limited, will need to process all the personal information that you provide or that is supplied by third parties (such as referees). This includes any sensitive personal information (such as information relating to your health or any unspent criminal convictions). In addition, PDSA may retain your information for a short period of time should your application be unsuccessful, in order to evaluate whether we have any other position which may be of interest to/suitable for you. Please let us know if you object to this by ticking this box. If your application is successful, we will continue to process your personal information in connection with your employment with us.

All personal information provided to PDSA will be processed by us in accordance with prevailing UK Data Protection legislation (further details about the manner in which your information may be processed can be obtained by contacting the Data Protection Officer, PDSA, Whitechapel Way, Priorslee, Telford, Shropshire TF2 9PQ).

Please note that unless otherwise indicated by you in writing, your completion and submission to PDSA of this form will be deemed by us to signify your explicit consent to use your personal information in the manner specified above.

Declaration

I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that if I am subsequently appointed, any of the following will render me liable to disciplinary action which may include dismissal; (i) any false statement, (ii) failure to disclose medical information, (iii) failure to disclose any criminal convictions where required to do so, (iv) failure to disclose a relationship to, or canvassing of, a person holding a position of authority in PDSA. I further understand that it is my responsibility to ensure that I hold the relevant professional qualifications and permits.

Signed Date

Print name

If you are using this page to continue, please clearly state to which section it relates.

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Equal opportunity monitoring form

Please complete and return with the application form.

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PDSA is committed to providing equal opportunities for all employees and prospective employees, regardless of sex, marital status, age, race, colour, nationality, ethnic or national origin, sexual orientation, disability, political opinion, religion or belief. In order to monitor and ensure the successful implementation of this policy, all applicants for jobs are asked to complete the sections below, which will not be taken into account when making employment decisions.

Title Surname Forename(s)

Previous name (if applicable) Are you related to anyone already working within PDSA? Yes No

If so, please give their name and location

Sex M F Date of birth Marital status Nationality

I would describe my cultural and ethnic origin (not nationality) as: White UK White European White other Irish

Black Caribbean Black African Black other Indian Pakistani Bangladeshi Chinese

Other (please specify)

Community background (Northern Ireland only)

The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirement of the above Order. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of the Agency's equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceeding under the requirement of the Fair Employment and Treatment (Northern Ireland) Order 1998.

- I have a Protestant community background
- I have a Roman Catholic community background
- I have neither a Protestant nor a Roman Catholic background

Equal opportunity monitoring form continued ... Please complete and return with the application form.

Health

- Do you suffer from any medical condition or disability which:
 - may prevent your regular attendance at work, or your ability to give effective service over a period of up to one year? Yes No (if Yes please give details)
 - may have a health and safety implication for carrying out the job for which you are being considered, eg. fits, fainting attacks, blackouts or epilepsy? Yes No (if Yes please give details)
- Have you been retired on medical grounds from employment? Yes No (if Yes please give details)
- Do you suffer from any medical condition or disability which you would like PDSA to take into account when considering your application? Yes No (if Yes please give details)

If you have answered 'no' to any of the above, please ignore the remaining questions in this section.

If you consider yourself to have a disability, please tick the appropriate box(es) below:

- | | |
|--|--|
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Reduced physical capacity |
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Severe disfigurement |
| <input type="checkbox"/> Speech impairment | <input type="checkbox"/> Learning difficulties |
| <input type="checkbox"/> Mobility impairment | <input type="checkbox"/> Mental illness |
| <input type="checkbox"/> Physical co-ordination difficulties | |

