

► YOUR HISTORY

Please list your previous employment, volunteering, travelling, gap year/career break projects, from the past 7 years, starting with the most recent. Please explain any gaps of 2 months or more

CURRENT SITUATION

Company (if working) _____

Dates _____

Job title / main duties _____

Reason for leaving _____

JOB/OTHER PROJECT

Dates from _____ to _____

Duties _____

Reason for Finishing _____

JOB/OTHER PROJECT

Dates from _____ to _____

Duties _____

Reason for finishing _____

JOB/OTHER PROJECT

Dates from _____ to _____

Duties _____

Reason for finishing _____

(Use additional sheet if required)

► DO YOU HAVE A DRIVING LICENCE?

Yes No Date Passed: _____

Manual Automatic

Does the license have any endorsements? _____

(If Yes, please give full details on a separate sheet) Yes No

Detail your breadth of driving experience _____

► ACADEMIC / VOCATIONAL QUALIFICATIONS

Please list all your academic and vocational qualifications e.g. GCSE's, college courses etc, and the dates passed.

(Use additional sheet if required)

► LANGUAGES

	FLUENT	CONVERSATIONAL	BASIC
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRENCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPANISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GERMAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How did you acquire this level? _____

► PASTORAL EXPERIENCE

Please give details of your experience working / volunteering with young people aged 7-17, and any positions of responsibility you have held:

(Use additional sheet if required)

► HOBBIES AND INTERESTS

What are your hobbies and interests?

▶ YOUR SUITABILITY

As positions at PGL centres are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, employment will be subject to satisfactory clearance from the Criminal Records Bureau (CRB) and other agencies as used by PGL. CRB checks provide PGL with access to a range of different types of information about you, such as relevant information held on the Police National Computer, including any spent or unspent convictions, cautions, reprimands or warnings. Minor, irrelevant misdemeanours are unlikely to affect your application. All information will be treated sensitively and in confidence.

If you have lived in the UK for 5+ years, you must complete an online Criminal Records Bureau disclosure for us to process this job application form. You can complete this at: www.pgl.co.uk/crb

If you are not able to access the form online, please call us on **0844 3710 123**.

If you have lived outside the UK within the last 5 years, you will need to obtain a Police Clearance Certificate from that country **before** submitting your application to PGL.

Do you have any spent or unspent convictions, cautions, reprimands or warnings (UK or overseas) or any other information that may have a bearing on your suitability for the post?

Yes No

If Yes, Please give details on a separate sheet of paper of any of the above that may appear on your CRB disclosure; mark the sheet 'Confidential' at the top. Is there any other information, such as police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes No

Are you barred from working with children or vulnerable adults?

Yes No

It is your duty to inform PGL immediately if after applying you become barred from working with vulnerable groups or circumstances arise which may result in you being barred. Failure to do so is a criminal offence.

If you have any questions about your criminal record in relation to your re-application, please call the PGL Recruitment Team in confidence on **0844 3710 123**.

▶ ADDITIONAL INFORMATION

Do you require any specific assistance, equipment, support or adjustments to be made to enable you to live on centre and to carry out the position for which you have applied?

Yes No

If yes, please detail what assistance may be required:

Use additional sheet if required)

I certify that the information given in connection with this application is true and correct and that if offered employment by PGL, any material changes to the information supplied will be declared. I understand that if I am employed by PGL and have given any false or inaccurate information on this form, I will be subject to the company's disciplinary procedures, which could result in my dismissal.

I have read the data protection section of this form and consent to the use of my personal information for PGL's administration, monitoring or marketing purposes. I give consent for PGL to contact my referees.

SIGNED

DATED

Please return to: PGL Recruitment Team, PGL Travel Ltd., Alton Court, Penyard Lane, Ross-on-Wye, Herefordshire, HR9 5GL, UK

REMEMBER TO INCLUDE PHOTOCOPIES OF YOUR CERTIFICATES.

PLEASE NOW COMPLETE YOUR CRB APPLICATION: www.pgl.co.uk/crb

▶ REFERENCES

All job offers are subject to the receipt of satisfactory references. We cannot process your application unless you include the name and contact details for three people who we can contact for a confidential reference.

- These must ideally be people who you have been in contact with **during the last two years** and who can give a reference regarding your suitability, experience and skills for this type of work (e.g. current employer, coach, youth leader, former employers/teachers, lecturers).
- We may contact referees **immediately**, so make sure that the contact details are current for the next few weeks (do not give college or school addresses during the holidays).
- Failure to supply us with 3 relevant referees who know you in a professional, educational or voluntary capacity, **will** delay us processing your application.
- Referees must come from 3 different organisations / companies/establishments
- We **will not** accept references from friends, colleagues, relatives or neighbours.
- We **will not** accept email references from non-business email addresses eg. Hotmail, Yahoo etc.

1. NAME Mr/Mrs/Ms/Dr/Other: _____

Company _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

What is their relationship to you? Employer / Lecturer / Teacher / other (please state): _____

Dates known between _____

2. NAME Mr/Mrs/Ms/Dr/Other: _____

Company _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

What is their relationship to you? Employer / Lecturer / Teacher / other (please state): _____

Dates known between _____

3. NAME Mr/Mrs/Ms/Dr/Other: _____

Company _____

Address _____

Postcode _____

Tel _____ Fax _____

Email _____

What is their relationship to you? Employer / Lecturer / Teacher / other (please state): _____

Dates known between _____



DATA PROTECTION

EQUALITY AND DIVERSITY

► DATA PROTECTION

The data provided in the main part of this application form will be used for the purpose of evaluating your suitability for employment, administering your appointment and making the necessary arrangements for your employment. None of the information you provide to PGL in connection with your application will be divulged to persons unconnected with your employment, without your express permission. The company will, however, process data in order to respond to enquiries from legitimate external bodies, such as requests for job references (in the event of you quoting PGL as a referee), Inland Revenue enquiries, the Police, or legitimate bodies carrying out child protection investigations.

The contact details supplied, including postal address, telephone and email address will be used for employment administration and to communicate details of vacancies that may be of interest to you or to seek your assistance in evaluating our recruitment procedures.

► EQUAL OPPORTUNITIES

The information that is requested below will be used to monitor our recruitment procedures, helping us to ensure that no employee or applicant receives unfair treatment on the grounds of gender, ethnic origin, religion, age, sexual orientation, disability or any other unjustifiable reason.

This information may also be used to help us target our recruitment marketing towards groups that are currently under represented within PGL. This section of the application form will be detached and will not be used as part of the selection process. If you do not wish to provide this information, then please leave this section blank. Doing so will not compromise your application in any way.

Are you Male Female

Age

From the following categories, how would you describe your ethnic origin:

White - British White - European

White - Other Black - Caribbean

Black - African Black - Other

Indian Pakistani

Bangladeshi Chinese

Other, Please specify

Do you have a disability as described within the terms of the disability discrimination act (DDA) 1995? Yes
No

Are you

Single Married Widowed

Co-Habiting Divorced/Separated

What is your religion?