



APPLICATION FORM

First read through the details and then **complete all sections** even if you have attached other information such as a CV. If you submit an incomplete form, it **will** delay us processing your application. If you require assistance in completing this form, for example if you have a disability, please contact the PGL Recruitment Team who will be happy to help you. This will in no way be detrimental to your application.

PERSONAL DETAILS

SURNAME _____

FORENAMES (underline used name) _____

PREVIOUS NAMES (if applicable) _____

DATE OF BIRTH / / _____

TITLE: MR/MISS/MRS/MS/OTHER: _____

ADDRESSES

(at which you can be contacted between now and your given start date)

HOME BETWEEN THE DATES OF: _____ TO: _____

ADDRESS _____

DAYTIME TEL (including STD Code) _____

EVENING TEL _____

MOBILE _____

EMAIL (REQUIRED) _____

TEMPORARY BETWEEN THE DATES OF: _____ TO: _____

ADDRESS _____

DAYTIME TEL (including STD Code) _____

EVENING TEL _____

MOBILE _____

EMAIL _____

LEGAL ELIGIBILITY

Under the Asylum and Immigration Act 1996, it is unlawful for PGL Travel Ltd to employ anyone who does not have permission to work in the UK. All staff will be required to

produce proof of identification on arrival at centre, e.g. passport, work permit or other legal documentation.

NATIONAL INSURANCE NO. _____

NATIONALITY _____

DO YOU HOLD A VALID EU PASSPORT? Yes No

DO YOU HOLD A CURRENT UK WORK PERMIT/VISA? Yes (please send a photocopy with your application) No

Are you in the process of applying for one? Yes No

PGL is unable to apply for a work visa/permit on your behalf.

HOW DID YOU HEAR ABOUT PGL?

Please give name of website, newspaper, magazine, friend etc. _____

YOUR AVAILABILITY

If you can give the widest choice of dates it will increase our ability to place you. Priority will be given to applicants available for more than 12 weeks.

FROM _____ TO _____

Preference will be given to applicants able to **start** work between Jan-May.

Are there any dates within this period that you are unable to work? For example, do you have a holiday booked or a family wedding to attend?

YES NO DATES: _____

Notice period required for current job, if applicable: _____

PREFERRED POSITIONS (For list of positions see PGL's recruitment brochure or www.pgl.co.uk/recruitment). If you are unsure which roles suit you best, please leave blank and we will consider you for roles which we feel your skills are best suited to.

1ST CHOICE _____

2ND CHOICE _____

3RD CHOICE _____

WOULD YOU CONSIDER OTHER ROLES AT PGL?

Yes No

PREFERRED LOCATION

WHERE WOULD YOU LIKE TO WORK?

UK FRANCE SPAIN NO PREFERENCE

We would like to match your skills and date availability to the most relevant location, however if you would like to be considered for a specific PGL centre, please tell us here:

GENERAL

Are you applying with a friend? Yes No

Friend's name _____

Will you accept the job without them? Yes No

Have you worked for PGL previously? Yes No

If Yes, what year? _____

Have you applied to work for PGL before? Yes No

If yes, what year? _____

CONTACTING YOU

Although some formal documents must be sent to you by post, please tick your preferred method of receiving communication from us:

By post By email

► **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)

► **HAVE YOU LIVED OUTSIDE OF THE UK FOR A PERIOD OF 6 MONTHS OR MORE?**

Yes No

► **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)

► **WHY DO YOU WANT TO WORK FOR PGL?**

► **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"/>

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 & 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.

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

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.**

▶ DO YOU HAVE A DRIVING LICENCE?

No Yes DATE PASSED: _____

MANUAL AUTOMATIC

DOES THE LICENCE HAVE ANY ENDORSEMENTS?

Yes No

If Yes, please give full details on a separate sheet.

DETAIL YOUR BREADTH OF DRIVING EXPERIENCE

▶ 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.

▶ 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 three 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

COMPANY _____

ADDRESS _____

POSTCODE _____

TEL _____ FAX _____

EMAIL _____

WHAT IS THEIR RELATIONSHIP TO YOU?

EMPLOYER / LECTURER / TEACHER / OTHER (PLEASE STATE): _____

DATES KNOWN BETWEEN _____

2. NAME

COMPANY _____

ADDRESS _____

POSTCODE _____

TEL _____ FAX _____

EMAIL _____

WHAT IS THEIR RELATIONSHIP TO YOU?

EMPLOYER / LECTURER / TEACHER / OTHER (PLEASE STATE): _____

DATES KNOWN BETWEEN _____

3. NAME

COMPANY _____

ADDRESS _____

POSTCODE _____

TEL _____ FAX _____

EMAIL _____

WHAT IS THEIR RELATIONSHIP TO YOU? EMPLOYER / LECTURER / TEACHER / OTHER (PLEASE STATE): _____

DATES KNOWN BETWEEN _____



DATA PROTECTION

and

EQUALITY & 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.

► EQUALITY AND DIVERSITY

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? _____
