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a recent passport-style photograph

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**APPLICATION FORM**

This form is to apply for employment with ILA; you must have a valid

work permit prior to completing this application form. Please answer

the following questions as thoroughly as possible. You are welcome to

email the form to ILA but please do not change the format of the application form.

FIRST NAME: LAST NAME:

ADDRESS:

TOWN: COUNTY:

POSTCODE: COUNTRY

PHONE NO: EMAIL:

WHERE DID YOU HEAR ABOUT ILA?

DATE OF BIRTH? WHAT IS YOUR NATIONALITY?

ARE THERE ANY RESTRICTIONS ON YOU TAKING EMPLOYMENT IN THE UK? YES € NO €

If yes, please provide more information

ILA works with people from different backgrounds, races, nationalities, religious beliefs, social classes and people who identify as LGBTQI+. Whether or not you agree with people's lifestyles it's important that as a PA you respect difference. Will you have difficulty in working with people from different backgrounds? YES NO If yes, please provide more information

Some PA Users prefer to have PAs of the same gender, whilst other PA Users have no preference. Please think carefully before you answer the next question in this section.

ARE YOU FEMALE MALE TRANSGENDER NON-BINARY INTERSEX

ARE YOU WILLING TO SUPPORT SOMEONE OF A DIFFERING GENDER TO YOU? YES NO

ARE YOU ALLERGIC TO OR DO YOU DISLIKE PETS? YES NO If yes, please give details.

DO YOU HAVE ANY MEDICAL CONDITIONS THAT MAY AFFECT YOUR WORK? YES NO If yes, please give details.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES NO If yes, please give details.

DO YOU HOLD A FULL CURRENT DRIVING LICENCE FOR A CAR? YES NO

WHICH COUNTRY ISSUED YOUR DRIVING LICENSE?

IS IT A LICENCE TO DRIVE A MANUAL CAR AN AUTOMATIC CAR ?

ARE YOU WILLING TO DRIVE FOR YOUR EMPLOYER? YES NO

(You will not be required to drive you own car)

WHEN DID YOU PASS YOUR DRIVING TEST?

HAVE YOU PREVIOUSLY DRIVEN IN THE UK? YES NO

DO YOU HAVE ANY ENDORSEMENTS ON YOUR LICENSE? YES NO

If yes, please give details.

DO YOU SMOKE? YES NO

IF YES, ARE YOU WILLING TO SMOKE OUTSIDE OF THE HOUSE? YES NO

IF NO, ARE YOU WILLING TO WORK FOR SOMEONE THAT SMOKES? YES NO

ARE YOU A: MEAT EATER VEGETARIAN VEGAN ?

ARE YOU WILLING TO COOK MEAT? YES NO

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| **EDUCATION:** PLEASE GIVE DETAILS OF **ALL** YOUR EDUCATION. PLEASE LIST IN DATE ORDER STARTING WITH THE MOST RECENT FIRST. |
| Date | School/College/University/other | Qualifications gained |
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| **EMPLOYMENT HISTORY:** PLEASE GIVE DETAILS OF **ALL** YOUR EMPLOYERS. PLEASE LIST IN DATE ORDER STARTING WITH THE MOST RECENT FIRST. |
| Employer and address | Start date | Finish date | Reason for leaving | Job title |
| Current: |  |  |  |  |
| The key role/s of this post were: |  |
| #2 |  |  |  |  |
| The key role/s of this post were: |  |
| #3 |  |  |  |  |
| The key role/s of this post were: |  |
| #4 |  |  |  |  |
| The key role/s of this post were: |  |

(Continue on a separate sheet if necessary or attach your CV)

WHY DO YOU WANT TO WORK AS A PERSONAL ASSISTANT?

WHAT PREVIOUS EXPERIENCE DO YOU HAVE RELEVANT TO BEING A PERSONAL ASSISTANT?

WHAT ARE YOUR LEISURE INTERESTS, SPORTS AND HOBBIES AND OTHER PASTIMES?

WHAT DO YOU UNDERSTAND THE ROLE OF A PERSONAL ASSISTANT TO BE WHEN WORKING WITH A DISABLED PERSON?

IS THERE ANY FURTHER INFORMATION THAT YOU WANT ILA TO KNOW ABOUT YOU IN YOUR APPLICATION FORM?

REFEREES: PLEASE GIVE THE CONTACT DETAILS OF TWO PEOPLE WHO ARE ABLE TO SUPPORT YOUR APPLICATION. ONE OF YOUR REFEREES MUST BE YOUR LAST EMPLOYER OR TEACHER. RELATIVES AND FRIENDS CANNOT BE REFEREES.

|  |  |  |  |
| --- | --- | --- | --- |
| 1ST REFEREE NAME: |  | 2ND REFEREE NAME |  |
| ORGANISATION |  | ORGANISATION |  |
| PHONE |  | PHONE |  |
| EMAIL |  | EMAIL |  |
| RELATIONSHIP TO YOU |  | RELATIONSHIP TO YOU |  |

**EMPLOYMENT REQUIREMENTS:** Because this position involves the personal care of disabled people employment is dependent on the following:

* Provision of a Disclosure and Barring certificate from the Disclosure and Barring Service
* Such disclosure being acceptable to us
* Proof of identity – birth or marriage certificate (where appropriate) and passport (if available)
* Two satisfactory written references including one from your most recent employer (Legal Requirement)
* That you will supply a recent photograph of yourself for retention in your records (Legal Requirement)
* Evidence of physical or mental suitability for your work
* Documentary evidence of any qualifications relevant for the position (Legal Requirement**)**

**DATA PROTECTION:** ILA is aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by ILA, the information provided will then be used for the purposes of your employment with ILA, together with further information collected upon recruitment for those purposes.

ILA will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for.

**DECLARATION:**

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a Disclosure and Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
4. I agree that should I be successful in this application, I may, if required, provide evidence either that I am fully vaccinated against Covid-19 or that I am medically exempt from receiving the Covid-19 vaccine. I understand that should I fail to do so, or should the evidence not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated

SIGNED: DATE:

**PLEASE RETURN THIS FORM TO: RECRUITMENT@ILANET.CO.UK**