



Application for Employment Form

Instructions:

Please provide as much information as possible when completing your application. When complete, please return to the postal address below or email it to vacancies@pcti.co.uk

If you have any questions regarding your application, please contact PCTI on 01977 664488.

Pioneer Court, Pioneer Way, Whitwood,
Castleford, West Yorkshire, WF10 5QU

T: 01977 66 44 88 F: 01977 66 44 99
E: info@pcti.co.uk W: www.pcti.co.uk

DATA PROTECTION NOTICE

For the purpose of the Data Protection Act 1998, PCTI Solutions Ltd will be the data controller responsible for the processing of your data for the purposes of assessing your application. Your data may include "sensitive information". The Act defines "sensitive information" as information about your racial or ethnic origin, political opinions, religious beliefs or beliefs of a similar nature, trade union membership, physical or mental health condition, sexual life, criminal record, pending court proceedings or any alleged offence. Your attention is drawn to the Data Protection notice on page 6 of this form.

Please complete this form fully and legibly in BLOCK CAPITALS.

PERSONAL DETAILS

Surname Mr Mrs Miss Ms Other

Forenames

Known as Date of Birth (dd / mm / yyyy)

Address

Postcode

Telephone Numbers Home Mobile

Email address

NI Number

Driving License? Yes No Car owner? Yes No

Membership of clubs, societies or associations and positions of responsibility held

POSITION APPLIED FOR

What position have you applied for? Location

Are you applying for part or full time work? Part-time Full-time Job Share

If part-time / job share please state how many hours / days preferred

How did you hear of the vacancy?

Have you previously applied to or worked within the Company? Yes No

If yes please give details

Why do you wish to work for PCTI Solutions?

EDUCATIONS AND TRAINING

Secondary Schools: Name & Address

Secondary Schools: Name & Address	From	To	Examinations passed	Level/Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Further / Higher Education: Name & Address

Further / Higher Education: Name & Address	From	To	Title of Course	Degree / Diploma etc	Results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Major Projects or research undertaken, including details of work experience

Additional training courses attended (during employment) relevant to the position for which you are applying

PREVIOUS EMPLOYMENT RECORD

Most recent first. Explaining any gaps in employment of 2 months or more. Please continue on a separate sheet of paper if necessary and attach to the email or postal application. If you have not been in employment within two previous positions, please complete the personal references section.

Employer's name

Employer's telephone number

Employer's postal address

Contact Name Nature of business

Position held & responsibilities

From (dd / mm / yyyy) To (dd /mm / yyyy)

Salary leaving £ starting £ benefits

Reason for leaving

Notice to be given Number of days absent in last 12 months

Employer's name

Employer's telephone number

Employer's postal address

Contact Name Nature of business

Position held & responsibilities

From (dd / mm / yyyy) To (dd /mm / yyyy)

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Salary leaving £ starting £ benefits

Reason for leaving

Notice to be given Number of days absent in last 12 months

CAREER SUMMARY AND GENERAL INFORMATION

Please comment briefly on your career progress to date, and how you view your future development. Please supply any further details in support of your application. Continue on a separate sheet if necessary. You do not need to fill this section in if you are attaching a curriculum vitae and covering letter.

CRIMINAL CONVICTIONS

Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974? Yes No

RIGHT TO WORK IN THE UK

Are you eligible to work in the UK? Yes No

Do you hold a work permit? Yes No

PERSONAL REFERENCES

Please complete this section if you have not been in employment for 10 years

Referee 1

Name Occupation

Address

Tel No (inc STD code) Period of time you have known the referee

Relationship to the applicant

Referee 2

Name Occupation

Address

Tel No (inc STD code) Period of time you have known the referee

Relationship to the applicant

Data Protection Act 1998 Please read the following paragraphs as they contain important information about your application for and potential employment with PCTI Solutions.

1. Due to the sensitive and confidential data held within software developed by PCTI Solutions Ltd, it is company policy to ensure that the employees are 'fit and proper', to protect the interests of the business, its clients, partners and other stakeholders including patients, NHS, and third parties.
2. 'Fit and proper' incorporates confirmation of employment screening checks which will be carried out by PCTI Solutions Ltd. These employment screen checks are including, but without limitation, the following:
 - Positive Identification and address verification checks
 - Criminal record bureau checks (CRB)
 - Positive Employment references covering the past ten years
 - Right to work in the UK checks confirming your right to work in the UK.
3. In order to allow PCTI Solutions to complete the above checks, you will need to present certain documentation or provide further details.
4. Any offer of employment will be subject to the above screening checks being obtained within the time scales and to the satisfaction of PCTI Solutions Ltd.

Data Protection Act 1998

5. Except to the extent we are required by law, PCTI Solutions Ltd to which you have applied, will only process information provided on this form for the purpose of administration of your employment.
6. If your application is successful, the information will form part of your employment file and will be processed for all purposes in connection with your employment. This includes being used for the purposes of Business Continuity.
7. Should you accept an offer of employment you agree to PCTI Solutions Ltd sharing any photographic material taken and distributing it with the intention of business use.
8. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be held for a maximum period of 1 year.
9. Information will only be disclosed outside PCTI Solutions Ltd to organisations that are under contract to process data. e.g. payroll outsourcing.

Declaration

I declare that the information I have given during the recruitment and selection process is, to the best of my knowledge, complete, true and correct and may be stored and used in accordance with PCTI Solutions recruitment and selection procedures. I understand that giving false or incomplete information will disqualify my application or, if discovered after appointment, may be grounds for dismissal.

I consent to the employment screening checks outlined on page 6 of this application form being carried out prior to, during or immediately following an offer of employment being made and thereafter from time to time during the continuance of my employment

I consent to the processing of my personal information for the purposes outlined on page 6 of this application form.

By choosing 'I agree' below, you are agreeing to your information being held and used as described on page 6 of this application form. If you do not agree, please choose 'I do not agree'.

I agree

I do not agree

Signed

Date.....