



JOB APPLICATION FORM

Please fully complete this application form (and the Equal Opportunities monitoring form) and return them by e-mail to: **admin@prcbc.net**

Please mark your email **'Job Application – Practice Manager'**

Position applied for: Practice Manager

1) Personal Information

Full name:

(Please underline your surname or family name)

Address:

Telephone no:

(Home)

(Work)

Email address:

2) Education

Dates 00/00/00	Name and location of school/college attended	Exams passed/qualifications obtained

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3) Professional Qualifications and Training

Dates 00/00/00	Type of training course and name/location of provider	Qualifications obtained

4) Employment history

Dates 00/00/00	Name and address of employer	Please confirm i) Job title ii) main duties iii) present/final salary iv) reasons for leaving/wanting to leave

5) Please explain how your work experience (both paid and unpaid), skills and abilities help you to meet the selection criteria set out in the person specification for this post.

A decision on whether to interview you will be based on your ability to provide evidence here of your suitability for the post in relation to the person specification criteria. A final decision on who to select for the post will be based on this form as well as on your interview and on your references.

Therefore, you should use this section of the application form to demonstrate how you meet the requirements of the Job Description and each of the criteria set out in the Person Specification. This includes explaining the nature and scope of any relevant employment or voluntary work. It is important not to assume that your experience or qualifications speak for themselves. You may add additional sheets if you wish to continue your answer, **but please do not include a CV or any other supporting documents**, as these will **not** be considered.

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6) Further information

- i) How did you find out about this post?

- ii) How long is the notice period for your present post?

- iii) Do you consider yourself to be disabled?
If yes, please indicate any aid(s) or reasonable adjustments required at interview:

- iv) Have you any current disciplinary warnings outstanding from your current employment?

If yes, please provide brief details:

7) References

Please provide the names and details of two people able to provide a reference for you. **One must be your current or most recent employer.** The interview process is in two stages. We will take up references after the first stage if you are shortlisted for the second.

Reference 1

Name _____

Address _____

Telephone _____

Email _____

Occupation _____

Connection with you _____

Reference 2

Name _____

Address _____

Telephone _____

Email _____

Occupation _____

Connection with you _____

8) Declaration

In accordance with the Data Protection Act 2018, I give my consent for the information contained in this form, including any defined as 'sensitive personal data', to be processed in accordance with PRCBC recruitment and employment policies. I understand that if I am appointed, this application form will form part of my personal file and that if I am not appointed it will be stored securely and confidentially for up to a year and then destroyed.

I confirm the information I have supplied above is, to the best of my knowledge, true and accurate.

Signature: _____

Date: _____