**Application Form - Question Template**

Thank you for your interest in one of our roles. This short document explains how to use the online application form.

The important thing to note, is that you must submit your application form in one single attempt – you will not be able to save it and complete it later. Therefore, we have listed the questions on the form below, so that you can prepare your answers offline and then submit them when you are ready.

The use of artificial intelligence software is not permitted throughout the application process.

Please note: we do not accept application forms via email, nor do we accept CVs.

**Questions**

**Contact details**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Last name |  |
| Preferred name |  |
| Email address |  |
| Phone number |  |
| Postcode |  |

**Eligibility to work in the UK**

|  |  |
| --- | --- |
| Do you require permission to work in the UK? |  |
| Do you require sponsorship to work in the UK? |  |
| Current visa expiry date (if applicable) |  |

**Employment of Ex-offenders**

Convictions for criminal offences may become 'spent' after specified periods of time from the date of conviction if there are no further convictions during that time. Spent convictions will be disregarded for certain purposes. They will not normally be taken into account when assessing whether someone is of good character. Convictions that are not yet spent are known as unspent convictions and will be taken into account when assessing good character.

|  |  |
| --- | --- |
| Do you have any unspent convictions? |  |
| If so, please give details below of any unspent convictions |  |

**Employment**

Starting with your present post, please give your employment history in reverse date order. You may also add details of any voluntary work undertaken.

You can add up to 6 previous roles.

* Most recent employer
* Previous role(s) – up to 5 of these
  + Company name
  + Employer address
  + Job title
  + Employment start date
  + Employment end date
  + Reason for leaving
  + Salary (GBP per annum)
  + Brief summary of duties/responsibilities

**Most recent employer**

|  |  |
| --- | --- |
| Company name |  |
| Employer address |  |
| Job title |  |
| Employment start date |  |
| Employment end date |  |
| Current notice period |  |
| Salary (GBP per annum) |  |
| Brief summary of duties/responsibilities (maximum of 150 words) |  |

**Employer (2 of possible 6)**

|  |  |
| --- | --- |
| Company name |  |
| Employer address |  |
| Job title |  |
| Employment start date |  |
| Employment end date |  |
| Reason for leaving |  |
| Salary (GBP per annum) |  |
| Brief summary of duties/responsibilities  (maximum of 150 words) |  |

**Employer (3 of possible 6)**

|  |  |
| --- | --- |
| Company name |  |
| Employer address |  |
| Job title |  |
| Employment start date |  |
| Employment end date |  |
| Reason for leaving |  |
| Salary (GBP per annum) |  |
| Brief summary of duties/responsibilities  (maximum of 150 words) |  |

**Employer (4 of possible 6)**

|  |  |
| --- | --- |
| Company name |  |
| Employer address |  |
| Job title |  |
| Employment start date |  |
| Employment end date |  |
| Reason for leaving |  |
| Salary (GBP per annum) |  |
| Brief summary of duties/responsibilities  (maximum of 150 words) |  |

**Employer (5 of possible 6)**

|  |  |
| --- | --- |
| Company name |  |
| Employer address |  |
| Job title |  |
| Employment start date |  |
| Employment end date |  |
| Reason for leaving |  |
| Salary (GBP per annum) |  |
| Brief summary of duties/responsibilities  (maximum of 150 words) |  |

**Employer (6 of possible 6)**

|  |  |
| --- | --- |
| Company name |  |
| Employer address |  |
| Job title |  |
| Employment start date |  |
| Employment end date |  |
| Reason for leaving |  |
| Salary (GBP per annum) |  |
| Brief summary of duties/responsibilities  (maximum of 150 words) |  |

|  |  |
| --- | --- |
| Any other relevant employment information |  |
| Please explain any gaps in your employment history of 3 months or more. |  |

**Education**

PHES Ltd reserves the right to request applicants to submit original qualification certificates.  Please enter your HIGHEST qualification first.

**Education (1 of possible 6)**

|  |  |
| --- | --- |
| Place of learning |  |
| Subject |  |
| Qualification Level |  |
| Qualification/achievement/grade |  |
| Qualification year achieved |  |
| Additional qualification information |  |

**Education (2 of possible 6)**

|  |  |
| --- | --- |
| Place of learning |  |
| Subject |  |
| Qualification Level |  |
| Qualification/achievement/grade |  |
| Qualification year achieved |  |
| Additional qualification information |  |

**Education (3 of possible 6)**

|  |  |
| --- | --- |
| Place of learning |  |
| Subject |  |
| Qualification Level |  |
| Qualification/achievement/grade |  |
| Qualification year achieved |  |
| Additional qualification information |  |

**Education (4 of possible 6)**

|  |  |
| --- | --- |
| Place of learning |  |
| Subject |  |
| Qualification Level |  |
| Qualification/achievement/grade |  |
| Qualification year achieved |  |
| Additional qualification information |  |

**Education (5 of possible 6)**

|  |  |
| --- | --- |
| Place of learning |  |
| Subject |  |
| Qualification Level |  |
| Qualification/achievement/grade |  |
| Qualification year achieved |  |
| Additional qualification information |  |

**Education (6 of possible 6)**

|  |  |
| --- | --- |
| Place of learning |  |
| Subject |  |
| Qualification Level |  |
| Qualification/achievement/grade |  |
| Qualification year achieved |  |
| Additional qualification information |  |

|  |  |
| --- | --- |
| Any other relevant education information |  |

**Supporting Information**

Please read the job description before completing this section.

|  |  |
| --- | --- |
| Describe a time when you identified an opportunity to improve an administrative or operational process. What was the situation, what action did you take, and what was the outcome?  Your answer must not exceed 500 words. |  |
| This role involves handling confidential HR information and supporting recruitment and onboarding processes. How do you ensure accuracy, discretion, and compliance when managing sensitive data?  Your answer must not exceed 500 words. |  |
| Describe your main reasons for applying, what you will bring to the role, and any further information on how you meet the requirements of the role.  Your answer must not exceed 500 words. |  |
| Please also include details of any professional memberships. |  |

**Referees**

These should be employment or academic referees only, and at least one must be your current or most recent employer.  Referees are not approached until a job offer has been made and you have given us permission to contact them.

**Referee 1 – current/most recent employer**

|  |  |
| --- | --- |
| Referee name |  |
| Referee job title |  |
| Referee company |  |
| Referee email address |  |
| In what capacity do they know you |  |

**Referee 2**

|  |  |
| --- | --- |
| Referee name |  |
| Referee job title |  |
| Referee company |  |
| Referee email address |  |
| In what capacity do they know you |  |

**Keeping your application on record**

|  |  |
| --- | --- |
| If you are not successful with this application, are you happy for us to keep your application on file for consideration for future suitable roles? |  |

**Advertising Media**

|  |  |
| --- | --- |
| Please state where you saw this vacancy advertised |  |