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# Open Application Form

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| **THANK YOU FOR YOUR INTEREST IN WORKING FOR THE PICKAQUOY CENTRE. TO MAKE AN OPEN APPLICATION, PLEASE COMPLETE THIS FORM IN FULL AND SUBMIT TO** [**hr@pickaquoycentre.com**](mailto:hr@pickaquoycentre.com)**, ALONGSIDE AN UP-TO-DATE CV OUTLINING YOUR CURRENT AND PREVIOUS EMPLOYMENT HISTORY, EDUCATION, QUALIFICATIONS, AND ANY ADDITONAL TRAINING.**  We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose.  We will treat all personal information about you with utmost integrity and confidentiality and your data will be processed in line with the data protection principles within current data protection legislation, and in accordance with our data protection policy.  In completing this form, you consent to us holding your personal details on our recruitment database in order for us to contact you only in relation to recruitment activity. |

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| Return this form, alongside a CV, to: |  | Date of Application: |
| **hr@pickaquoy.com** |  |  |
| Area(s) of Interest for Open Application |  |  |
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| Personal Details | | |
| Name | Title: |  |
| Forename(s): |  |
| Surname: |  |
| Contact Information | Address: |  |
| Post Code: |  |
| Email: |  |
| Tel No: |  |
| N.I Number: |  |

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| Are there any restrictions on you taking up Employment in the UK? | | | | | | |
|  | | Yes: |  | No: |  |  |
| If Yes, Please Provide Details: | | | |  |
| Documents which evidence an individual’s right to work in the UK are required to be provided by ALL prospective employees prior to commencing employment with the Pickaquoy Centre Trust, and, in the interests of fairness and equality, all candidates will be required to present this on request.  It does not form part of the selection process but is a final check to ensure that the Pickaquoy centre Trust has acted within the law making an appointment to a successful applicant. | | | | | |

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| Are you involved in any activity which might limit your availability to work rotational shifts? | | | | | |
|  | Yes: |  | No: |  |  |
| If Yes, Please Provide Details: | | | |  |

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| Have you ever worked for The Pickaquoy Centre Before? | | | | | |
|  | Yes: |  | No: |  |  |
| If Yes, Please Provide Details: | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| References (please note here two persons from whom we may obtain both character and work references) | | | | | | | |
| Reference #1 | Title: | |  | | | | |
| Forename(s): | |  | | | | |
| Surname: | |  | | | | |
| Address: | |  | | | | |
| Post Code: | |  | | | | |
| Email Address: | |  | | | | |
| Position Held. | |  | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |
| Reference #2 | Title: |  | | | | | |
| Forename(s): |  | | | | | |
| Surname: |  | | | | | |
| Address: |  | | | | | |
| Post Code: |  | | | | | |
| Email Address: |  | | | | | |
| Position Held |  | | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |

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| What has attracted you to apply to work for The Pickaquoy Centre? (Max 250 words) |
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| What qualities can you bring to the role? (Max 250 words) |
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| Supplementary Information (Max 500 words) | |
| Please detail here any further information to support your application particularly in relation to your area of interest. For example, past achievements, future aspirations, personal strengths, training and/or qualifications: | |
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| Availaibility |
| Please give us an indication of your general availability (days of the week and times) and the contract type you are looking for (full-time/part-time/casual) |

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| Equal Opportunities |
| Please tell us if there are any reasonable adjustments, we can make to assist you in your application or with our recruitment process. |

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| Please state if you have a relationship with any members of the trust or employees at the Centre: | | | | | | |
|  | Yes: |  | No: | |  |  |
| Employee/Member of Trust: | | |  | | |
| Relationship: | | |  | | |

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| Declaration (please read this carefully before signing this application) | | | |
| 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. | | | |
| Signed (print name): |  | Date: |  |