

**CASS**

**Community Access Support Services Limited**

**PERSONAL ASSISTANT – Community Support**

**Application Form**

**Please complete ALL sections of the form**

Surname: Title (Mr/Mrs/Ms/Miss/etc):

Forenames:

Address:

Home Tel. No: Mobile Tel. No:

E-Mail Address:

N.I. No:

Relevant Qualifications/Education:

Please describe your current role:



From your previous employment or experience, please provide details of what you think would help you to be successful in this role:

What qualities do you think are important when working as a Personal Assistant?

**Employment History**

(Previous 5 years)

Details of present/most recent Employer:

Employer:

Address:

Tel. No:

E-Mail Address:

Job Title: From: To:

Address:

Brief description of your duties and responsibilities:



Previous Employer:

Employer:

Address:

Tel. No:

E-Mail Address:

Job Title: From: To:

Address:

Brief description of your duties and responsibilities:

Previous Employer:

Employer:

Address:

Tel. No:

E-Mail Address:

Job Title: From: To:

Address:

Brief description of your duties and responsibilities:

(Please provide details of any further Employers on a separate sheet of paper)



Do you drive and do own you own car?

Is your car insured for business use: Yes/No?

*(If No, please note this is a requirement of employment)*

What days/nights are you able to work or prefer to work?

Do you smoke? YES/NO

Are you prepared to undertake training? YES/NO

**Please provide below details for two references**

(Preferably one from your current/most recent Employer and one personal)

Name:

Address:

E-Mail:

Tel. No:

Capacity in which known to you:

Name:

Address:

E-Mail:

Tel. No:

Capacity in which known to you:

**Declaration**

The details about me on this application form are to the best of my knowledge true and accurate

Signed: Dated:

|  |
| --- |
| Where did you see this job advertised? |

|  |
| --- |
| **Please return your completed application form by email to:**  **administrator@casswellbeing.co.uk**  Thank you for your application |

Community Access Support Services Limited

Registered in England – Company Number: 09725354