

Pertemps People Development Group

Application Pack Trainer

Please return to:

HR Department
Westbourne Manor
17 Westbourne Road
Edgbaston
B15 3TR

www.ppdg.co.uk

JOB-2820-T/IH/10



PERTEMPS
PEOPLE DEVELOPMENT GROUP



INVESTORS
IN PEOPLE



Who are we?

Pertemps People Development Group (PPDG) is a member of the ESH Group - one of the world's leading providers of Welfare to Work, training and recruitment services to an extensive number of Government and private companies across Australia and the United Kingdom.

We provide an invaluable service to all sectors of society, from those leaving school to retirement. Our knowledge is based upon years of helping people to find rewarding and sustainable employment, coupled with a detailed understanding of the barriers to work faced by unemployed people.

What do we do?

We deliver a cost effective, time-saving and tailored recruitment service, offering professional preparation and diagnostic solutions, together with advanced job-matching technology, from PPDG Advancement Centres throughout the UK.

Being at the forefront of the recruitment industry allows us a unique insight into the education and skills requested by employers, ensuring that 80% of people finding work through our services, keep it.

Accessing the workplace and holding down a job is a major breakthrough for many people. Offering an extensive portfolio of employment initiatives and skills development programmes, our delivery has proven to be an invaluable key to opening the door to sustainable employment and occupational progression for disadvantaged job seekers - giving people real opportunities to change their lives.

How do we do it?

We have successfully reversed the usual delivery process, with a method of engagement that is not merely jobs orientated, but that endeavours to meet people's individual needs, offering solutions to personal and social problems and eliminating barriers to work.

PPDG offers a range of innovative personal development programmes, sports-based motivational tools and e-learning solutions that encourage occupational progression.

We also employ a professional preparation and diagnostic solution, ensuring that all of our individual clients are fully assessed, and only forwarded to employers when job-ready.

The result today is that increasing numbers of those disadvantaged in accessing the workplace are receiving more help than ever before - whether they are looking to find or simply get a taste of work, access further education through employment, progress through work-based learning or become self-employed.

What have we achieved?

Imaginative delivery by a workforce that reflects and celebrates cultural diversity has assisted in excess of 100,000 long-term unemployed individuals into sustained employment since January 2001, with some 80% remaining with their initial employer and many more progressing to establish their own business.

We have also trained over 130,000 people in vocational skills, with more than 175,000 individuals benefitting from our professional information, advice and guidance service.

They include lone parents, members of the community on Incapacity Benefit and other 'labelled' groups and individuals previously perceived as problematic and 'hard to help'.

Why do we do it?

"It is our belief that everyone is a talented individual having a spark of brilliance within themselves; it is our responsibility to find it and encourage individuals to share it with the rest of society."

Colin Birchall,
Chief Executive, Pertemps People Development Group

All of the images used in this pack are of the many people we have helped regain employment.

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Application Pack

Position(s) applied for: Location:

Have you applied to PPDG within the last six months: **Yes / No**

Surname: Forename:

Gender: **Male / Female**

Address:
.....

Home tel no: Work tel no:

Other tel no: E-mail address:

Nationality: Former / dual nationality:

Driving license: **Yes / No** Own transport: **Yes / No**

License points:

National Insurance no:

Notice period:

How did you first hear about Pertemps People Development Group?
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How did you first become aware of this vacancy?
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Do you have an illness or condition that is considered a disability by the Disability Discrimination Act?
(The Act defines a disability as "a physical or mental impairment which has substantial and long-term effect on the ability to carry out day-to-day activities"):
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.....

Please describe what, if any, assistance you would require in performing this post or in attending an interview / assessment day:
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Employment History: (Please provide details of employment history including all job roles, periods of unemployment or other activities undertaken in the last three years. List most recent first. Use additional sheets if necessary.)

Company: **Position held:**

Date from: **Date to:**

Responsible to: **Responsible for:**

Salary:

Main duties/achievements in the role:

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Company: **Position held:**

Date from: **Date to:**

Responsible to: **Responsible for:**

Salary:

Main duties/achievements in the role:

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Company: **Position held:**

Date from: **Date to:**

Responsible to: **Responsible for:**

Salary:

Main duties/achievements in the role:

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Referees:

Please provide details below of two referees, including your latest employer.

	Referee one	Referee two
Company (if applicable):		
Name:		
Address:		
Telephone no:		
E-mail:		
Relationship / how known		
	<input type="checkbox"/>	<input type="checkbox"/>

Please check box to confirm you give permission for PPDG to approach the above referees for a reference should you be successful in your application and receive an offer of employment from PPDG.

Note that any offer is conditional based on PPDG's receipt of satisfactory references.

Declaration:

I confirm the information provided in this application form is true and correct to the best of my knowledge and belief, and can be verified by references from previous employers and/or professional bodies specified whom I give permission to PPDG to approach and whose validity will be checked beforehand by HR. Pursuant to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending at this time. I undertake to notify HR of any material changes in the information I have provided, including any future prosecution or criminal convictions that occur whilst my details are held by PPDG.

In line with Department of Work and Pensions vetting standards to which PPDG strictly adheres as part of its contractual compliance obligations, I agree to a criminal record verification and, where appropriate, a Criminal Records Bureau (CRB) check should PPDG make me an offer of employment. I will also provide suitable identification to support my eligibility to work in the UK and understand that failure to provide this on a confirmed start date will prevent me from working until such identification has been supplied. Furthermore, I will provide all information and qualification certificates as requested by HR within a timely manner, in order to enable the Company to verify my eligibility to work on governmental contracts awarded to PPDG.

I understand that any offer of employment is conditional upon PPDG's receipt of satisfactory references, criminal record verification, CRB check, original qualification certificates and/or any other information as requested by HR. I am aware that non-provision of such requested documentation or personal misrepresentation or falsification of records may disqualify me from working on PPDG contracts and may ultimately result in the termination of my employment.

Signed:

Date:

