



P.C.A.

No.53, Mamangam road,
Batticaloa– Sri Lanka.

Phone : +94 (0) 067 2226634

e-mail : office@pcasl.org

Web: www.pcasl.org

ADVICE FOR FILLING OUT OUR APPLICATION FORM

Dear Applicant,

Thank you for your interest in working with PCA. This is a guide to assist you in applying. Please read it carefully before filling out the application form.

Alternative Formats

The application form and supporting papers are available in alternative formats, i.e. Sinhala and Tamil language. Please note that if a job demands fluency in written English in the Job Description then your application must be completed in English. For Tamil or Sinhala versions please phone: 067 2226634 .

Completing the Application Form

- If you decide to download the blank application form, please ensure you complete the document in black ink or type. This will help us if any photocopies are needed.
- If you use a PC to complete the downloaded form please use a font of Ariel10 to complete the form. If you are going to email your completed application form to us please ensure that it is in MS Word format (i.e. a “.doc” file).
- Please **do not send in a CV** instead of, or as well as, our form as it will not be considered during the selection process.
- Fill in all sections of the application form. If some parts are not relevant, write ‘not applicable’ or ‘N/A’ in that space.
- Fill in the form as fully as possible. The information you give us in your application is the only information we will use in the shortlisting process. We cannot make any assumptions about your abilities and do not take account of any previous applications you have made.
- If you have downloaded the application form and require additional space to complete any aspect of your application, please use the ‘Continuation Sheet’ provided and clearly indicate the relevant headings.
- If you are invited to interview you will be asked to sign the application form at this time (for web and emailed versions only). .

Equal Opportunities

PCA recognises the need to strive for equality of opportunity both within and outside the organization. We recognise that people can be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, basic skills, disability, trade union activity, long term unemployment or because they have AIDS or are HIV positive. We are committed to eliminating discrimination and promoting equality within PCA. The Equal Opportunities in Employment section of the Application Form helps us to monitor the effectiveness of our Equal Opportunities Policy. Please help us by completing the section and returning it with your application. Any information obtained from this section will be kept confidential and held on computer for statistical purposes only. The information will not be used in the selection process

Referees

Please give details of 2 referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer, and neither should be relatives.

Criminal Convictions

If you are selected for interview you will be required to complete a Criminal Convictions Declaration which gives guidance on previous criminal convictions which require to be disclosed.

We will not discriminate against ex-offenders, and if you have to give details of any previous convictions, this will not automatically prevent you from getting a job. We will consider how previous convictions could affect the job and these will only be taken into account if the offence is relevant to the type of work you would be doing.

PCA is committed to the protection of children and vulnerable adults. Therefore, if the post for which you are applying involves working with children or vulnerable adults we will need to collect detailed references covering all your working history. PCA is at present considering whether to use the new Police Information procedure which allows the police to send us a copy of any criminal record you have with them. We may require you to undergo this process.

Protection of Children

PCA has policy and procedures to protect children from abuse. All staff, volunteers and Directors are trained to understand these issues and act to protect children.

Where to send your application

You can e-mail your completed application to us. Please send it as an attachment to office@pcasl.org putting "Job Application" in the subject line..

To return your completed application by post, please phone us so we can give you the address of the relevant office dealing with applications for that particular post.

Good luck with your application!

Thaya

Tharma Thayaparan
National Coordinnator