

## **CFDP PA Recruitment Pack**

The recruitment pack consists of the following templates:

- Application Form
- Job Description
- Person Specification

These templates are a guideline for you to adapt to your own requirement.

### **Application Form:**

This form asks questions about previous jobs, training, qualifications and relevant experience. It provides the PA with an opportunity to tell you why they are suitable and interested in taking up the post.

### **Job Description:**

This is a clear list of all the task you would like the PA to carry out in their role.

### **Person Specification:**

This is a list of all the skills, experience and understanding necessary for someone to do the job competently. You can use this form at interviews to help score applicants on their suitability.