



Application Form

Position applied for:	Where did you hear about this job:
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Surname and initials:

Contact tel no (daytime)	(other)
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Current or most recent employment

Name and full address of employer:	Post title:
	Date appointed:
	Current Salary:
	Period of notice required:

Summary of duties and responsibilities:
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Reason for leaving:

Date of leaving (if applicable):

Previous employment (most recent first)

Month/Year		Employer and nature of business	Job title and main duties	Reason for leaving
From	To			

Education and training

Please list details of your education/professional qualifications and any relevant training (most recent first).

Qualifications/training	Grade (if applicable)	Date

Professional qualifications and Membership of Professional Institutions (with dates and membership no.)

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Supporting information

Please provide details below of how you meet the 'Knowledge, Skills and Experience' that have been listed in the job description and person specification. Please ensure that you provide examples of how you meet the person specification from your existing experience. Please do not write 'see attached CV' or 'I have the relevant experience' without providing written examples. You will need to use additional sheets of paper for this section or, if you are typing straight onto the application, you can expand the box below to accommodate the length of the information requested.

If you do not provide the information in the format stipulated please note that trustees will be unable to consider your application.

Position applied for:	Post ref no:
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Personal Information

Surname:	First name:	Title:
Address:		
Post code:		
Tel No: home		
Tel No: mobile	Email address:	

General information

If appointed, when would you be available for employment?
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Are you subject to any current or outstanding disciplinary procedures or legal action? If so, please give details:

Do you hold a valid current driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have use of a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you speak Welsh?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, at which level?	
Written	Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/>
Spoken	Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/>

References

Please give details of two people, one of which must be your current or last employer who will provide references covering the last five years. Character references from friends or relatives are not acceptable.

References will not be taken up before interview however, satisfactory references will be required prior to commencement of employment.

Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
Post code: _____	Post code: _____
Tel No: _____	Tel No: _____
Fax No: _____	Fax No: _____
Email: _____	Email: _____
In what capacity known? _____	In what capacity known? _____
Length of time known? _____	Length of time known? _____

Previous convictions

Due to the nature of the post for which you are applying, it is regarded as exempt from the provisions of the 'Rehabilitation of Offenders Act 1974', by virtue of the 'Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2001'. All applicants must tell us about sentences or convictions that for other purposes would be considered to be "spent" under the provisions of the Act. In the event of employment, any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.

Any information given will be treated as confidential and considered only in relation to this application.

Successful applicants who are offered employment or work that involves contact with vulnerable people, will be offered a provisional contract of employment which will be conditional upon receipt of a satisfactory Disclosure and Barring Service check from the Disclosure and Barring Service prior to commencing employment. This will include details of cautions, reprimands or final warnings, as well as convictions.

Do you have any criminal records to declare? Yes No

Are there any current proceedings against you? Yes No

If 'Yes', please give details:

CONFIDENTIAL (when complete)

I hereby declare that the information given in this application is true to the best of my knowledge and belief and may be used for the purposes of processing my application.

The organisation treats personal data collected during the recruitment process in accordance with its Data Protection Policy.

I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal / legal action.

Signature	Date
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