

**Employment Application Form**

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| Position applied for |  |
| Where did you hear about the post? |  |

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| Personal Details | |
| Full Name |  |
| Address |  |
| Telephone (home) |  |
| Telephone (mobile) |  |
| Email address |  |

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| Data Protection Act  We will store the information you give on this form either on computer or as manual records. We will only use it to monitor how our equal opportunities and related employment policies are put into practice. We will not use it for any other purpose or reveal it to any other organisations except under statutory obligations.  Atal y Fro undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. |

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| EDUCATION QUALIFICATIONS AND TRAINING | | |
| Please give details of your qualifications (academic and professional) | | |
| Type of qualification (GCSE, NVQ, Degree etc.) | Date Achieved | Where it was achieved |
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| Employment History Please give details of your employment record starting with most recent position: (Continue on a separate sheet if necessary). | | | | | |
| Dates | Employer | Position held | Brief description of role | Reason for leaving | Salary £ |
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| EXPERIENCE SKILLS AND KNOWLEDE |
| What are your main strengths in applying for this post? (Your application will be judged against the Person Specification in the Job Description, which is the list of essential requirements for the post. You should address each point in the Person Specification, giving details of what skills, experience and knowledge you have in these areas. (Continue on a separate sheet if necessary). **Maximum of 1,000 words** |
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| Please give any information about yourself or your life experience, including home or voluntary work, which you feel is relevant to your application. **Maximum of 250 words** |
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| Do you have a current Full Driving Licence? | Yes | No |
| Do you have endorsements? | Yes | No |
| Do you have sole use of a vehicle? | Yes | No |

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| Recruitment of ex-offenders and DBS disclosures | | |
| Atal Y Fro complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Atal Y Fro undertakes not to discriminate unfairly against any person subject to a Disclosure on the basis of conviction or other information revealed  This post is subject to an enhanced DBS disclosure, applications from ex-offenders for this vacancy will be considered on their merit. If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below. | | |
| Do you have any criminal conviction, bind-over orders or cautions? | Yes | No |
| If your answer is YES, please give details of date(s) of offence(s), nature of offence(s) and sentence(s) passed | | |
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| Note: | | |
| 1) The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.  2) Disclosure of a conviction does not automatically disbar applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of work to be done. | | |

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| Referees | |
| Please name two referees. One should be your present employer or appropriate member of academic institution. | |
| Referee 1 | Referee 2 |
| Full Name | Full Name |
| Organisation | Organisation |
| Address | Address |
| Email | Email |
| Telephone | Telephone |
| Relationship to you | Relationship to you |

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| When may your referees be asked for a reference? (Please tick one only). | | |
| Prior to shortlisting |  |  |
| Only if you are offered an interview |  |  |
| Only if you are offered the post |  |  |

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| Declaration | |
| In confirmation that the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made. | |
| Signed | Date |