

**Application for Employment**

Name:

Address:

Email Address:

Contact number:

Position applied for:

How did you hear about the job?

Please send your Application Form alongside an Equal Opportunities Form to HR@agecymrugwent.org to apply, please list the position applied for as the subject line.

**PERSONAL STATEMENT**

Using the person specification contained in the Job Description for this post tell us why you think you would be a suitable candidate. This is how we will score your suitability for the post, please address each criteria and how you can demonstrate these.

**EDUCATION AND TRAINING**

Please list all relevant qualifications and training you have undertaken.

**EMPLOYMENT HISTORY**

Please list all your previous employers starting with your current or most recent - please explain any gaps - and give your reason for leaving. If you are applying for work in a registered service we may contact all your previous employers.

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| --- | --- | --- | --- |
| Name of Company | Date From  | Date to | Reason for leaving |
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**HOBBIES AND INTERESTS**

**ADDITIONAL INFORMATION**

If the post you are applying for requires you to use your own vehicle for work, please confirm that you have a current driving licence and access to a properly insured and roadworthy vehicle. If you don’t confirm this you may risk not being shortlisted.

**Disclosure and Barring Service (DBS)**

###### As we work with vulnerable service users most posts will require you to undertake an enhanced DBS disclosure. If you are aware of any convictions, cautions, reprimands or warnings which might appear on an enhanced disclosure please let us know.

(Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.)

**GDPR**

We will only use your information for the purposes of recruitment selection, it will be held securely and not shared. For full details on the GDPR policy of Age Cymru Gwent, please contact HR on 01633 240198

**Right to Work.**

Do you need a work permit to work in the UK?

**REFERENCES**

Please give the full names and addresses, and email addresses if possible, of two people who have agreed to provide you with a reference. At least one must be your last or current employer (we will not contact them before you have accepted the post). Members of your family are not acceptable as referees.

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2.

**DECLARATION**

Please sign and date the form to confirm that the details you have given us are accurate to the best of your knowledge

Name:

Signed:

Date: