

Age Cymru Dyfed
e-mail
recruitment@agecymrudfyfed.org.uk
Website:
www.agecymrudfyfed.org.uk
Registered Charity No:1155813



Private and Confidential

For official use only

Application No.

APPLICATION FOR EMPLOYMENT

Please write in block letters, using black ink, or type.

Name of applicant _____

For which post are you applying?

Are you a Welsh speaker?

Can you write in Welsh?

Please state driving licences held (include any points on your licence and the reasons for them:

Please state your current job title and give a brief description of your duties. If not currently employed please give information for last employment.

EMPLOYMENT HISTORY

Name and address of Employer(s) <i>(Most recent first)</i>	Dates From-To	Position	Pay/ Benefits	Reason for Leaving

Continue on a separate sheet if necessary – please do not include any other details on this sheet.
I attach a separate sheet – please see attached

REASONS FOR YOUR APPLICATION

Please state briefly why you are interested in applying for this post:

Continue on a separate sheet if necessary – please do not include any other details on this sheet.
I attach a separate sheet – please see attached

SUPPLEMENTARY INFORMATION

This is an opportunity to draw attention to aspects of your career, training courses attended, membership of professional bodies which make you suitable for this post – do not include your general education in this section.

Continue on a separate sheet if necessary – please do not include any other details on this sheet.
I attach a separate sheet – please see attached

EDUCATION

Education	level	Grade	Year/Obtained

(continue on separate sheet if necessary) - I attach a separate sheet

Name and address of present or most recent employer

Telephone no:

Date appointed _____

Current pay:£ _____

Period of notice required by current employer: _____

Your details:

Title: Ms, Mrs, Mr, Other _____ **Forenames:** _____
Surname: _____
Address: _____ **Home no:** _____

_____ **Work no:** _____
_____ **Mobile no:** _____

Email: _____

REFERENCES

Please give names and addresses of two referees, one of who should be your current or most recent employer. If you do not have a present or previous employer, please give the names of two persons who can provide evidence of your abilities and experience. All offers of employment are subject to receipt of satisfactory written references.

Occupation	Occupation

Telephone no: _____ **Telephone no:** _____

Email address _____ **Email address** _____

May referees be approached? **Yes** **No**

DISABILITY**Disability**

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

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ADDITIONAL INFORMATION

Please state any public service/duties/volunteering.

You may also wish to tell us about you as a person, what are your interests, hobbies, ambitions etc.

Are you to your knowledge, related to any Director, volunteer or employee of Age Cymru Dyfed?

YES

NO

If yes please identify the relationship:

As Age Cymru Dyfed adheres to the Local Authorities policies on the protection of vulnerable adults this post is subject to an Enhanced Disclosure check with the Disclosure & Barring Service (DBS).

Do you already have an enhanced disclosure with the DBS? YES

NO

Do you consent to an enhanced disclosure check?

YES

NO

Are you currently caring for anyone?

YES

NO

Are you currently a volunteer?

YES

NO

If yes, please state who you are volunteering for:

Age Cymru Dyfed adheres to the Data Protection Act 2018.

By providing the information contained within this application, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures.

To enable us to monitor our recruitment strategy, please could you let us know how you learned of this vacancy.

Online / job centre / e-mail / word of mouth / Newspaper /

Other – please specify below:

SIGNATURE

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Canvassing will disqualify your application.

Signature of applicant: _____ **Date:** _____

Please return the application form to: recruitment@agecymrudfyfed.org.uk

PRIVATE AND CONFIDENTIAL *For office use only*

Ref. No. _____

App. No. _____

Date rcvd. _____

Manager _____
