

**Name:**

**Post Applied for:**

**How did you hear about the job?**

1. **EMPLOYMENT – Current or Most Recent**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address |  |
| Position/Job Title |  |
| Salary |  |
| Notice Required |  |
| Dates employed (from/to) |  |
| Main Duties and Responsibilities |  |
| Why you wish to leave? |  |

**PREVIOUS EMPLOYMENT**

**(PLEASE CONTINUE ON A SEPARATE SHEET AND EXPLAIN ANY PERIOD NOT ACCOUNTED FOR)**

|  |  |
| --- | --- |
| Name of Employer |  |
| Position/Job Title |  |
| Main Duties/Responsibilities |  |
| Final Salary |  |
| Dates employed |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Name of Employer |  |
| Position/Job Title |  |
| Main Duties/Responsibilities |  |
| Final Salary |  |
| Dates employed |  |
| Reason for Leaving |  |

1. **EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| Governing Body | Qualification / Course Details | Grades and subjects |
|  |  |  |

1. **REFERENCES**

References will only be requested once an informal offer of employment has been made.

Please give details of 2 referees from whom confidential enquires can be made (one should be your current or last employer).

**Reference 1.**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company |  |
| Email Address |  |
| Telephone No. |  |
| Relationship |  |

**Reference 2.**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company |  |
| Email Address |  |
| Telephone No. |  |
| Relationship |  |

1. **PERSONAL STATEMENT**

|  |
| --- |
| **Experience, Skills and Qualities** (1000 words max) |
| Please detail below how you meet each of the criteria set out in the person specification included in the application pack. For each criteria; please give an example of how you have demonstrated that quality/ability from your personal/educational/professional history to evidence this) |

1. **ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| ACG is required to demonstrate fairness in its operations. To help us do this, please state if you are have been or are related to any of the Board of Management, or a member of staff, or anyone who has been in this capacity in the last 12 months |  |
| If yes, please give details |  |
| Do you currently possess a full driving licence? (if relevant to role) |  |
| Do you have a car available for use in connection with your work? (if relevant to role) |  |
| Are you eligible to work in the UK? (We require you to bring right to work documents to interview) |  |

|  |  |
| --- | --- |
| **Rehabilitation of Offenders Act 1974**  For advice on spent convictions please contact Citizens Advice Bureau | |
| Have you any criminal or motoring convictions (or pending proceeding other than spent convictions as defined under the Rehabilitation of Offenders Act 1974) |  |
| If Yes, please give details |  |

|  |
| --- |
| **DECLARATION AND CONSENT** |
| **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Declaration**

Age Cymru Gwent treats all personal information with the utmost confidentiality and in line with current data protection legislation. Please refer to our recruitment privacy statement available on request, for further details on the information we gather, and how we process that information.

We will use the information provided on this form, by the referees you have noted, and the educational institutions to verify your qualifications with, for recruitment purposes only.

Should your application be successful, the information provided in this form, together with information collected at the relevant time will subsequently be used for your employment. Data will be retained for a 12-month period in the event of your application of being unsuccessful.

We obtain references to gather information from those who have previously employed you regarding your performance. We will use this information when making decisions about the suitability of the role you have applied for.

I consent to my references being sought in conjunction with my application for employment.

\*I confirm that I have read Age Cymru Gwent’s privacy policy and understand that personal information will be stored by Age Cymru Gwent, for recruitment and monitoring processes for a 12-month period or become a part of my employment records, if successful.

\*I confirm that the information provided is complete and correct and that any untrue or misleading information will give Age Cymru Gwent the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of any relevant checks including references, DBS, eligibility to work in the UK, criminal convictions, and a probationary period.