

**Application for Employment**

Name: …………………………………………………………….

Address: …………………………………………………….………

Email: …………………………………………………………….

Contact number:……………………………………………………..

Post applied for: ……….. …………………………………………..

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

This page and the Equal Opportunities Form will be detached from your application before shortlisting.

Please complete the application form in full. Read the job description and person specification for the post before completing a short personal statement telling us why you think you would be a suitable candidate for the post. You may add a CV if you have one, but please make sure you complete relevant details on the form as well, in particular, the personal statement and the additional information section.

**PERSONAL STATEMENT**

Using the person specification, tell us about the relevant skills, knowledge and experience against each criteria listed.

**(Please include an additional page if you need to)**

**EDUCATION AND TRAINING**

Please list all of your qualifications and also any 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 tick here to 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. **Confirmed**

**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 tick here.

(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.

1.

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

Signed …………………………………………. Date……………..

When you have completed the form please return it by post to:

HR, 12 Baneswell Road, Newport. NP20 4BP

or by email hr@agecymrugwent.org

**Private and confidential**

**Equal Opportunities Monitoring Form**

**General Data Protection Regulation 2018**

The information you provide on this form will be stored either on computer or in the form of manual records. It will be used by the Organisation solely to monitor the implementation of its Equal Opportunities and related employment policies. It will not be used for any other purposes or disclosed to any other organisations except in the pursuance of its statutory obligations.

**Please complete this form and return it with your application form. The form will be separated from the application on receipt. Members of the shortlisting and interview panel will not have access to this information at any time.**

Job title of post applied for …… …………………..

Date ………………………..

Service ………………………..

**Ethnic origin** please tick

**White Mixed Asian Black Chinese**

*White* **or Asian or Black or other**

*plus* **British British ethnic group**

English [ ] Black Caribbean [ ] Indian [ ] Caribbean [ ] Chinese [ ]

Irish [ ] Black African [ ] Pakistani [ ] African [ ] Gypsy/traveler [ ]

Scottish [ ] Asian [ ] Bangladeshi [ ] Other [ ] Other [ ]

Welsh [ ] Other mixed [ ] Other [ ]

British [ ]

Other [ ]

**Gender** Male [ ] Female [ ]

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**Age** 16-19[ ] 20-29[ ] 30-39[ ] 40-49[ ] 50-59[ ] 60-69[ ] 70+ [ ]

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**Do you consider yourself to be trans gender**? Yes [ ] No [ ]

**Sexual orientation**

Would you describe your sexuality as

 Heterosexual/straight [ ] Gay man [ ] Gay woman [ ] Bisexual[ ] Other [ ]

**Do you consider yourself to be a disabled person?**

**Yes [ ] No[ ]**

The Disability Discrimination Act defines disability as ‘ physical or mental impairment… which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities’

**Please indicate your religion/belief**

Christian[ ] Buddhist[ ] Hindu [ ] Jewish [ ] Muslim [ ] Sikh [ ] Other [ ]

Non religious/Atheist [ ] Agnostic [ ]