**(Strictly Confidential) Application for Employment with Age Cymru West Glamorgan**

For Office Use Only

|  |  |
| --- | --- |
| Application Number |  |
| Date Application Received |  |
| Time Application Received |  |

**When completed please return this form via e.mail to:**

[**enquiries@agecymruwestglamorgan.org.uk**](mailto:enquiries@agecymruwestglamorgan.org.uk)

**Please note:** a. **Must** be completed electronically. Hand Written application will be discounted.

b. CVs are **not** acceptable and will be discounted.

c. Please ensure that you complete section 3 ‘Suitability for the Post’ **in full** by outlining why you are suitable for the post b to the Job Description & Person Specification.

e. If the above points are not adhered to, your application will be discounted.

Post applied for:

**Do you speak Welsh?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Employment**

Please give details of present, if currently unemployed please leave blank and go to **Question 2- Employment History**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From - To** | **Position held** | **Employer and address** | **Salary** | **Notice Period** |
|  |  |  |  |  |
| **Duties and Responsibilities** | | | | |
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1. **Employment History**

Please give details of previous employment, and gaps in employment history, starting with most recent. If necessary, continue on a separate sheet and attach to the back of the Application Form

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| --- | --- | --- | --- |
| **From - To** | **Position held** | **Employer** | **Reason for Leaving** |
|  |  |  |  |
| **Duties and Responsibilities** | | | |
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| --- | --- | --- | --- |
| **From - To** | **Position held** | **Employer** | **Reason for Leaving** |
|  |  |  |  |
| **Duties and Responsibilities** | | | |
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| --- | --- | --- | --- |
| **From - To** | **Position held** | **Employer** | **Reason for Leaving** |
|  |  |  |  |
| **Duties and Responsibilities** | | | |
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| --- | --- | --- | --- |
| **From - To** | **Position held** | **Employer** | **Reason for Leaving** |
|  |  |  |  |
| **Duties and Responsibilities** | | | |
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| --- | --- | --- | --- |
| **From - To** | **Position held** | **Employer** | **Reason for Leaving** |
|  |  |  |  |
| **Duties and Responsibilities** | | | |
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Please give further particulars of any other experience or skills you consider relevant to the job

you are applying for e.g.; voluntary work.

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1. **Suitability for the Post**

Please state why you think you are suitable for this post. It is important that you mention all the **skills and experience you would bring to the post and which are relevant to the job description/person specification,** including any you have obtained through unpaid/voluntary work, e.g.; through community groups, political or work-related organisation

**Please note: This section has the highest points available. Please ensure it is completed to the best of your ability.**

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1. **Education and Training**

Please list the qualifications that you have obtained in secondary school, further education and professional and technical institutes. Also list any relevant non-qualification courses that you have attended.

**Qualifications:**

**Secondary Education (GCE O Levels, A Levels, AS Levels, GNVQ, NVQ, GCSE, CSE’s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Subjects Passed **Subjects Level** | | Grade/Classification | **Year** |
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#### Further Education - (Please list e.g. BTEC, ONC, HNC, NVQ’S, CGLI, RSA, Degree, Diploma, Social Work Qualifications etc)

|  |  |  |
| --- | --- | --- |
| **Subject/Discipline/Course** | **Qualification** | **Year** |
|  |  |  |
|  |  |  |
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| --- | --- | --- |
| Are you presently studying for any qualifications? | **Yes / No** | **If yes, please give details** |

1. **Do you hold a full, valid & current driving licence?**

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| --- | --- |
| Yes |  |
| No |  |

1. **Do you have the Right to Work in the UK?**

If successful in your application, you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with Age Cymru West Glamorgan.

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| --- | --- |
| Yes |  |
| No |  |

1. **Public Duties**

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| --- | --- |
| Please give details of any public service you are required to perform | (e.g. Magistrate, member of Local Authority etc) |

1. **References \*\***

Please give the names, addresses, telephone numbers and e-mail addresses of two referees, indicating in what capacity you know them. One of which **must** be your present or most recent employer. If you have no recent employer please give the name of someone who has known you for at least 3 years. Family referees **are not** acceptable, unless they are an employer/former employer. If selected for interview we may be contacting referees prior to interview unless you have put no in the box below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
| Telephone | Home | Work | | Mobile |
| e-mail address |  | | | |
| In what capacity is the referee known to you. |  | | | |
| How long have you known them |  | | | |
| Can we contact the referee prior to interview | Yes | | No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
| Telephone | Home | Work | | Mobile |
| e-mail address |  | | | |
| In what capacity is the referee known to you. |  | | | |
| How long have you known them |  | | | |
| Can we contact the referee prior to interview | Yes | | No | |

Declaration

I declare that the information I have provided is accurate and complete and I understand that if I provide

false, incomplete or inaccurate information, this may lead to the decision that my application cannot be

considered, the withdrawal of a job offer or to my dismissal if I have been appointed.

I consent to the use of all this information for considering my application, and understand that:

* **It will be treated confidentially at all times**
* **If I am successful it will form part of my Personnel Records**
* **If I am unsuccessful the information will be destroyed after 6 months**
* **This post may be subject to an enhanced DBS disclosure**

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information**

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| --- | --- | --- | --- | --- |
| **Title** |  | | | |
| **Surname** |  | | | |
| **First Name** |  | | | |
| **Address** | **Post Code** | | | |
| **Tel Nos** | **Home** | **Work** | | **Mobile** |
| **e-mail address** |  | | | |
| **May we contact you at work** | **Yes** | | **No** | |
| **National Insurance Number** |  | | | |

**Declaration of Interest**

If you are related to, or are a partner of, an employee, volunteer or trustee please detail below:

|  |  |
| --- | --- |
| **Name** | **Position** |
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**Reasonable Adjustments**

**Strictly Confidential**

Completion is optional.

Age Cymru West Glamorgan is committed to equality of opportunity in all its employment practices and to promoting an inclusive and supportive environment that is free from unfair discrimination.

As such we are committed to making reasonable adjustments were necessary for candidates with disabilities. The information you supply will NOT form part of your application.

Should you indicate below that you may require adjustments to enable you to attend and fully participate in the interview/selection process, the leading manager will discuss your requirement if you are shortlisted for interview.

This page will be removed prior to it being sent to the shortlisting panel. The interview panel will not see this information with the exception of the manager leading the interview panel as explained above.

You may choose not fill in this form and instead ask for adjustments if you are shortlisted for interview.

All information you choose to provide will be treated with the strictest of confidence.

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| 1. **Disability:** |

The Equality Act 2010 defines a disability as a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

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| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability  that falls within this definition? | **Yes** |  | **No** | Prefer not to say |

**If yes, please indicate which of the following areas is most appropriate to you:**

Specific learning disability (e.g. dyslexia or dyspraxia) Deaf or serious hearing impairment

Long standing illness or health condition (e.g. cancer)  Blind or serious visual impairment

Cognitive impairment (e.g. autistic spectrum disorder)Mental health condition

Physical impairment or mobility issue General learning disability

**Do you need additional support if you are selected for interview? (**For example interview on the ground floor or use of a hearing loop)

Yes No

**If yes please ensure you discuss this staff member who invited you to interview.** Age Cymru West Glamorgan is committed to its duty to make reasonable adjustments.

**Employment of Ex-Offenders and Rehabilitation of Offenders Act**

Age Cymru West Glamorgan is of the opinion that the above post is exempt from the Rehabilitation of Offenders Act and that applicants are required to declare any relevant past criminal convictions. Age Cymru West Glamorgan recognises that it has a duty to vulnerable elderly people to take account of offences that may have a direct bearing on a candidate’s suitability for this post.

Age Cymru West Glamorgan only requires of candidates details of spent convictions that fall within the following categories:

a. offences of a sexual nature;

b. offences involving minors under the age of 18;

c. drug trafficking

d. theft, burglary, fraud or similar offences which occurred within the previous 5 years and where the conviction is not yet spent under the terms of the Rehabilitation of Offenders Act.

e. offences which involved the use of threat or violence.

All information supplied by candidates will be treated in strict confidence. Where a shortlisted candidate has a conviction, which falls within one of the above categories, we reserve the right to make further enquiries before reaching a decision on his or her application.

All candidates will be entitled to expect confidentiality for information supplied at the time of the application about past convictions and any unauthorised disclosure of this information or related discrimination will be treated as a very serious matter by Age Cymru West Glamorgan management.

**Please answer the following question**

Have you been convicted of a criminal offence? YES / NO

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have been convicted of a criminal offence, please bring details in a sealed envelope should you be selected for interview.