

**Employment Application**

**Note to the Applicant**

To ensure our policy on providing equal opportunities, this form has been designed so as to exclude as much potentially discriminating information as possible. The front of this sheet will be detached from the main application and will not be used during the selection process.

Please complete all the sections

Position Applied for:- \_\_\_\_\_

Where did you see the advertisement: \_\_\_\_\_

**Personal Details**

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (Home)- \_\_\_\_\_

(mobile) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Welsh Speaker	Yes		No	
Gender	Male		Female	
Disabled Person	Yes		No	

If you consider yourself a disabled person, are there any reasonable adjustments required for you to attend an interview? \_\_\_\_\_

How would you describe your ethnic origin? \_\_\_\_\_

### The Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence?

Yes ( ) No ( )

If yes, please give details with date and result:

#### Please note:

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 24 years imprisonment, and who have completed the appropriate period of rehabilitation to regard to their conviction as 'spent'. 'Spent' convictions can then be regarded as never having occurred. However, the Rehabilitation of Offenders Act 1974(Exceptions) order 1974, exempts certain types of employment from the provisions of the Act. If the post for which you are employing is one such type of employment, you are not entitled to withhold information about convictions which for the purposes are 'spent' under the provisions of the Act. You are advised that, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Employer. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the order applies.

- I confirm that the information given on this form is correct.
- I understand that verification of the details provided may occur.
- I acknowledge that i am required to produce evidence of educational / professional qualifications.
- I acknowledge that i am required to provide proof that i am entitled to work in this country before commencing employment with the company.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print \_\_\_\_\_

**Education and training history**

Please provide details of qualifications gained at school, college or university, including grades achieved.

School / College	Qualifications

**Details of any relevant training courses attended**

**Skills/ Training** – Please give brief details of any relevant courses and/or training undertaken.

### Experience

Please provide details of any relevant experience you may have received in previous jobs which will support your job application. If this is your first job (since leaving education), please provide details of any work experience you may have received, or any other experiences you feel may be of value.

**Availability**

We have various hours available to work. Please indicate below, if you require full time or part time hours.

**Please note that weekend hours will be required with all positions.**

Full Time	Part Time

**Employment Details**

It is a requirement that your complete employment history is given, since leaving full time education. Please begin with the most recent employer, and include any voluntary activities.

**PLEASE INCLUDE ANY GAPS IN EMPLOYMENT AND REASONS FOR ANY GAPS**

(Continue on a separate sheet if required)

Employer (name and Address)	Job title and Main duties	From	To	Leaving salary	Reason for leaving

When are you available to start work , are you required to provide notice? \_\_\_\_\_

Do you have any holidays already arranged? If so, please list dates and durations below.

Do you hold a current driving license? Yes ( ) No ( )

Do you have any penalty points? \_\_\_\_\_

### References

Please provide the names and addresses of two referees (excluding relatives) one of which must be your latest employer, or if this is your first job since leaving education, your course tutor.

Referee 1
Name:
Address
Telephone No.
Ok to contact before interview? Yes ( ) no ( )

Referee 2
Name:
Address
Telephone No.
Ok to contact before interview? Yes ( ) no ( )

Please return this completed form to the address below: