### 

## **Application Form**

###### *Confidential*

Please read the enclosed guidance notes before completing this form. Write clearly using black ink. Please note that CVs will not be accepted.

|  |  |
| --- | --- |
| **Position Applied For:**  **Closing Date:** | Civic Participation Administrator  5pm 22nd November 2021 |

Your personal details are detached from this form before your application enters the selection process. This ensures that the short listing panel is not influenced by this information.

**Applicant Information:**

|  |  |
| --- | --- |
| **Last Name:** | **First Name:** |

|  |
| --- |
| **Address:**  **Postcode:** |

|  |  |
| --- | --- |
| **Telephone (WORK)** |  |
| **Telephone (HOME)** |  |
| **Telephone (MOBILE)** |  |
| **E-Mail Address:** |  |

|  |  |
| --- | --- |
| **Preferred Method of Contact:** |  |

|  |  |
| --- | --- |
| **National Insurance Number:** |  |
| **Where did you learn of this vacancy:** |  |
| **Are you entitled to work in the UK?** | ***(Please circle****)* YES or NO |

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| **Criminal Convictions:**  Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act 1974) YES or NO ***(Please circle)*** |

**Question 1: Employment History**

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| **Current or Most Recent Employment** |
| **Name and Address of Employer:**  **Position Held:**  **Date Employed From:**  **Job title and duties: *(use continuation sheets if necessary)*** |
| **Period of notice required:**  **or Leaving date:**  **Current/last salary:**  **Reason for leaving:** |

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| --- |
| **Previous employment: (from most recent first)**  **Include any unpaid or voluntary work your may have undertaken – *(use continuation sheets if necessary)*** |

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| --- | --- | --- | --- |
| **Employer** | **Job title/duties** | **Reason for**  **Leaving** | **Date**  **From and to** |
|  |  |  |  |

**Question 2: Language Skills. *(Please tick)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | None | Poor | Medium | Good | Very Good |
| Welsh Verbal |  |  |  |  |  |
| Welsh Written |  |  |  |  |  |
|  | | | | | |

**Question 4: Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/**  **University** | **Subject** | **Examinations/**  **qualification obtained** | **Date** |
|  |  |  |  |

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| **Other relevant qualifications/skills and dates obtained** |
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**Question 5: Membership of institutes/professional bodies**

|  |  |  |
| --- | --- | --- |
| Institute/Professional Body | Type of Membership | Date Joined |

**Question 6: About your Application – Relevant knowledge, skills and experience:**

Please use this section to show how your experience, skills and training gained both in paid employment and in voluntary work, or through study, make you suitable for this post. Please ensure that you have read the job description and person specification for the post and have given sufficient information to describe how you meet the requirements set out in the person specification. The information you give here will be used to decide whether to interview you. *(Please use continuation sheet if necessary) max 500 words!*

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**References:**

Please give us the name, address and status of two referees who are willing and able to provide a reference for you. Referees should be your latest substantive employer and/or all employers from the previous 3 years of employment; a college tutor, school head or teacher where there is no work history or a personal referee where there is none of the above.

References are normally taken up when the candidate is invited for interview. If you do not wish referees to be contacted prior to interview please tick the appropriate boxes.

**Referee No. 1**

Full Name:

Email Address:

Telephone number/mobile:

Postal Address:

How long have you known them and in what context?

Contact prior to interview? YES or NO

**Referee No. 2**

Full Name:

Email Address:

Telephone number/mobile:

Postal Address:

How long have your know them and in what context?

Contact prior to interview? YES or NO

**Data Protection**

Disability Wales will take care to ensure that all applicant data is appropriately and securely stored and handled.

The information on this sheet will be held securely by DW’s Finance and Administration Officer, and will be anonymised when sent to recruiting panel. If an applicant is not appointed for a post, their application and personal details forms will be destroyed.

Where an applicant is appointed, their application will be moved into an Employee Folder and remain as long as the employee is employed at Disability Wales.

Full details of DW’s approach to Data Privacy and protection, please contact the Finance and Administration Officer.

**Declaration**

I understand that Disability Wales is permitted to hold personal information about me as identified on this application form, as part of its recruitment procedures and personnel records.

By submitting this application form, I hereby declare that the information contained in this form is correct. Any false or misleading information provided by me on my application form or any other related documents may results in any subsequent employment being terminated.

Signed: Date:

Thank you for completing this form. Please return to:

Email: emma.cooksey@disabilitywales.org

Registered Charity: 517391 Registered Company: 1998621

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| --- |
| **Continuation Sheet 1.** |

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| **Continuation Sheet 2.** |

**Participation**

All interviews will be held online. The selection process may involve one or more exercises in which you may be required to deliver a presentation or undertake a specific task relevant to the job criteria. Please give details of any additional facilities that you will require to participate effectively in the selection process if short-listed.

This part of your application form will be removed before short-listing begins. Your access needs are **not** part of the selection criteria.

Name:

Facilities required