** Employment Application Form**

**Position Applied For:**

Where did you learn of this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following information will be treated in the strictest confidence**

**PERSONAL**

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| --- | --- | --- | --- |
| **Surname** |  | **First Name (s)** |  |
| **Address** |  | | |
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| --- | --- | --- | --- |
| **Private Tel No:** |  | **Business Tel No:** |  |
| **Mobile No:** |  | **E-mail address:** |  |
| **Date of Birth:** |  | **National Insurance No:** |  |

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| --- | --- | --- | --- |
| **Do you have use of a car for work purposes** | YES/NO | **Do you hold a UK passport?** | YES/NO |
| **Full Driving Licence** | YES/NO | **Do you have a Bank Account?** | YES/NO |
| **Endorsements** | YES/NO |  |  |
| If YES give details of any points or driving convictions, including any pending convictions (any declarations are subject to the Rehabilitation of Offenders Act 1974) | | | |

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| --- | --- | --- | --- |
| Are you involved in any activity which might limit your availability to work or your working hours eg JP, Councillor, TA | | | YES/NO |
| **If YES please give full details** |  | | |
| Are you subject to any restrictions or covenants which might restrict your working activities? | | | YES/NO |
| **If YES, please give full details** |  | | |
| Are you willing to work overtime and weekends if required? | | | YES/NO |
| **Please give details of any hours which you would not wish to work** | |  | |
| Have you any criminal convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? | | | YES/NO |
| **If YES, Please give full details** |  | | |
| Have you worked for, or applied for employment with, the All Wales Forum of Parents and Carers of People with Learning Disabilities previously? | | | YES/NO |
| Are you related to any person employed by this business? | | | YES/NO |
| **If YES, please give full details** |  | | |
| Are you eligible for employment in the UK? | | | YES/NO |
| How much notice are you required to give to your current employer? | | |  |

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| **Please give details of any health conditions which may be relevant to the position applied for** |

**REFERENCES**

Please give details of two referees, not normally relatives, one of whom should be your current or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Organisation |  | Organisation |  |
| Position |  | Position |  |
| Capacity in which known to you |  | Capacity in which known to you |  |
| Address |  | Address |  |
| Post Code |  | Post Code |  |
| Telephone number |  | Telephone number |  |
| E-mail address |  | E-mail address |  |

**May we contact your referees before you are interviewed? Yes / No**

**DECLARATION**

I apply for the post shown. I declare that the particulars I have given in all parts of this application are true, complete and accurate. I accept that any false statement or omission of relevant information will normally lead to the withdrawal of any offer of employment or to my dismissal if appointed to the post. I agree to the information in this application being processed under the Data Protection Act 1998 as shown below.

**Signed:………………………………………………………**

**Date…………………………….**

**Please complete the application form in full. We do not accept CVs, either on their own or accompanied by a partly completed application form. Data Protection Act 1998**

Your application form will be processed in accordance with the Data Protection Act 1998 for the purpose of short-listing and selection for employment, completion of statutory returns and in relation to forming any contract of employment. It will be stored securely and confidentially. If you are unsuccessful it will be confidentially destroyed after a period of six months. Should you be successful the data will be kept on your personal file for future monitoring purposes

**EMPLOYMENT HISTORY**

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer

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| --- | --- | --- | --- | --- |
| **Employmentstart date** | **Name and address of employer; nature of business** | **Job title(s); key responsibilities and achievements** | **Salary** | **Reason for leaving; date of leaving** |
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**EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS**

Please list your qualifications, and name any awarding institute or professional body, including attainment level specifying relevant grades or grade of membership

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| --- | --- | --- | --- |
| **Date** | **Awarding Body** | **Award** | **Grade achieved** |
|  |  |  |  |

**Please outline any courses, memberships, voluntary work or responsibilities you consider relevant, with outcomes where applicable**

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**Please indicate your degree of computer literacy (eg specify software and level of competence)**

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**Please indicate your ability to speak and read the Welsh language and any other languages and state the level of fluency**

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**APPLICATION DETAILS**

In this section you are asked to outline how your knowledge, skills and experiences meet the Person Specification and Job Description for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

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| **1. Please outline in this section:**   * **why you have applied for this vacancy** * **give examples demonstrating how your experiences meet each of the person specification criteria provided.** * **give examples how your experiences meet the main duties and responsibilities outlined in the Job Description** |
|  |

**(*Please continue on a separate sheet if necessary, giving page number and title heading*)**

**DATA PROTECTION STATEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| The information that you provide on this form and that obtained from other relevant sources will be used for the purpose of recruitment and selection and to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner. | | | |
| **DECLARATION** | | | |
| I declare to the best of my knowledge and belief that all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory. | | | |
| **Signed:** |  | **Date:** |  |

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Once you have completed all parts of this application form (including the Equal Opportunities Monitoring Form below) please:

E-mail to: admin@allwalesforum.org.uk

Or post to: All Wales Forum, 21 Cardiff Road, Taff’s Well, Cardiff. CF15 7RB.

### Thank you for your interest in applying to work for The All Wales Forum of Parents and Carers of People with Learning DisabilitiesEQUAL OPPORTUNITIES MONITORING FORM

This section of the application form will be detached and used solely for monitoring purposes.

The All Wales Forum recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

**Please tick the boxes which describe you most closely**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Linguistic Ability**   |  |  |  |  | | --- | --- | --- | --- | |  | Speak Welsh | Read Welsh | Write Welsh | | None |  |  |  | | A little |  |  |  | | Fairly good |  |  |  | | Fluent |  |  |  |   **Ethnicity**  *White*  British □ Irish □ Any other White background, please write in:  *Mixed* White and Black Caribbean □ White and Black African □ White and Asian □ Any other Mixed background, please write in:  *Black or Black British* Caribbean □ African □ Any other Black background, please write in:  *Asian or Asian British* Indian □ Pakistani □ Bangladeshi □ Any other Asian background, please write in:  *Chinese or other ethnic group* Chinese □ Any other, please write in: |

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| **Gender**  Male: □ Female: □ |

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| --- |
| Date of birth: |

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| Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995 (see end of this part of form for definition)? | Yes |  | No |  |
| If yes, please state nature of disability: | | | | |

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| If you wish you may disclose information about yourself in this section about your:  Religion or Belief:  Sexual orientation: (*Please continue on a separate sheet if necessary, giving page number and title heading.*) |

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| **DISABILITY DEFINITION**  Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA). The DDA states: ‘**a person has a disability…if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.**’  The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005. |