

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT



COMPLETING THE APPLICATION FORM

Thank you for your interest in Cartrefi Conwy. The following information is necessary to ensure that full consideration can be given to all candidates. The information provided will be treated as strictly confidential. Please complete the application form in full using **BLACK INK** or type. Applications are welcome in either Welsh or English. If you require assistance completing this application form, please contact us.

POST DETAILS

Post Reference:

Post applied for:

Department:

Location:

Closing Date:

How did you find out about this vacancy?

Do you need permission to work in the UK?

Yes

No

Evidence of your right to work in the UK will be required at interview stage

PERSONAL DETAILS

Title: Mr Mrs Miss Ms Other:

Surname:

Forename(s):

Address:

Post Code:

Home Telephone No:

Work Telephone No:

Mobile Telephone No:

Home E-Mail:

Work E-Mail:

Can we contact you at work?

Yes

No

"Cartrefi Conwy is committed to the delivery of equality and diversity in all its activities. Applications will be considered solely on merit, irrespective of age, gender, colour, race, disability, marital status, religion, beliefs, sexual orientation or ethnic or national origin".



Human Resources Team, Bryn Eirias, Heritage Gate, Abergele Road, Colwyn Bay, Conwy LL29 8BY

☎ 01492 805636

✉ recruitment@cartreficonwy.org

🌐 www.cartreficonwy.org



Cartrefi Conwy Cyf is a Charitable Industrial and Provident society • Cartrefi Conwy is the trading name of Cartrefi Conwy Cyfyngedig

CURRENT OR MOST RECENT EMPLOYMENT

Commencing with your current or most recent job. Please account for ALL gaps in employment history since leaving full time education.

<i>Dates</i>		<i>Name & Address of Employer</i>	<i>Position Held</i>	<i>Salary</i>	<i>Reason for Leaving</i>
<i>From:</i>	<i>To:</i>				

EDUCATION, QUALIFICATIONS & TRAINING

General / Further / Higher

<i>Dates</i>		<i>Details of relevant qualifications, Membership of Professional Bodies. Commencing with your current or most recent (including Grade where applicable)</i>	<i>School / Institution</i>
<i>From:</i>	<i>To:</i>		

DETAILS OF RELEVANT COURSES ATTENDED AND ANY OTHER RELEVANT TRAINING EXPERIENCE

<i>Dates</i>		<i>Course Name</i>
<i>From:</i>	<i>To:</i>	

RELEVANT SKILLS & EXPERIENCE

Short listing and selection will be based on the details set out in the Person Specification. Please indicate how you satisfy each aspect of the Person Specification, drawing on your personal and work experience, education, training and interests, continuing on a separate sheet if necessary.

REFEREES

Please give names & addresses of two employers to whom references can be requested upon offer of employment, one of which must be your current or most recent employer. If you are unable to provide two employment references, then you may include an education or personal reference.

Name:

Position / Relationship:

Address:

Post Code:

Telephone No:

Email address:

Can we contact this referee prior to interview? Yes No

Name:

Position / Relationship:

Address:

Post Code:

Telephone No:

Email address:

Can we contact this referee prior to interview? Yes No

MISCELLANEOUS

Do you hold a full, current UK driving licence? Yes No

Do you have use of a car for work purposes? Yes No

If appointed, will this be your only employment? Yes No

If no, please give details of other roles and hours worked:

SICKNESS ABSENCE (excluding Disability related absences)

Please give details of absences through sickness in the past two years, broken down into total number of days and periods of sickness. **Please exclude all absences relating to a disability.**

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DECLARATION

Medical & Reference Agreement

Prior to any job offer being confirmed, I understand and agree to complete the necessary form for submission to the Occupational Health department for medical clearance and consent to Cartrefi Conwy seeking references from the above named persons.

Disclosure of Criminal Convictions

Candidates who are required to work with vulnerable adults and/or children will be asked to complete a 'Disclosure of Criminal Convictions' form upon appointment. A Disclosure will be sought from the Criminal Records Bureau. A conviction may not necessarily be a bar to obtaining employment.

Data Protection Act

The Data Protection Act 1998 ('the Act') sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required to be permitted by law, the information which you provided in this application form and any other information obtained or provided during the course of your application ('the information') will be used solely for the purpose of assessing your application.

If your application is **unsuccessful**, or you choose not to accept any offer of employment we make, the information will not be held for longer than nine months, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring.

If your application is **successful**, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly we would be grateful if you could sign the consent form below. I consent to the use of my personal information for the purposes and on the terms set out above.

I hereby declare that the information provided in this application is correct to the best of my knowledge.

Signed:

Date:

Print Name:

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