LLANGASTY
RETREAT HOUSE

Post of	
At	
Post ref	
Closing Date	

INTERNAL USE ONLY

Candidate's Ref No:

Received:……..……

PERSONAL DETAILS

Surname _____ Title_____

Forenames _____

Address _____

_____

_____

Post Code _____ Tel No. Home _____

Mobile _____ E-mail address_____

Are you a British subject or a national of any EU Country YES ☐ NO ☐

If not, do you have the right to work in the UK and/or if necessary have a current work permit/visa
YES ☐ NO ☐

If so, please state the expiry date of your right to work in the UK and/or your work permit/visa.

_____

Nationality _____

National Insurance No_____

Dates you are NOT available for interview_____

Equal Opportunities Monitoring Form

In accordance with its equal opportunities statement, the Organisation will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

You may of course, decide not to answer one or any of these questions but if you do respond, all information will be treated in confidence and will be used solely for the purpose of providing statistics for equal opportunity monitoring. The front page and monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately.

Thank you for your assistance in completing this form

Gender: Male ☐ Female ☐ **Date of Birth** _____ **Age**: _____

Marital Status *(please tick appropriate)*

Married ☐ Divorced ☐ Separated ☐ Single ☐ Partnered ☐

Race, Nationality, Ethnic Origin *(Please Tick as appropriate)*

White

Welsh ☐ English ☐

Irish ☐ Scottish ☐

Other white background (please specify)

_____

Mixed

White and Black Caribbean ☐ White and Asian ☐

White and Black British ☐ White and Black African ☐

Other mixed background (please specify)

_____

Asian

Indian ☐ Pakistani ☐

Bangladeshi ☐ British ☐

Other Asian background (please specify)

_____

Black

Caribbean ☐ African ☐

British ☐

Other black background (please specify)

_____

Sexual Orientation *(Please tick as appropriate)*

Heterosexual ☐ Homosexual ☐ Bisexual ☐ Transsexual ☐ Prefer not to say ☐

Religion

Please state preferred religion or belief _____

Disability

None ☐ Physical Disability ☐ Mental Disability ☐ Prefer not to say ☐

If you are disabled please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010:

_____
_____
_____

Welsh Language

Are you a Welsh speaker Yes ☐ No ☐

Where did you see the advertisement for this post?

At a Facility ☐	Local Press ☐	Internet ☐
Job Centre ☐	Professional Publication ☐	Word of Mouth ☐

REFERENCES

Please supply the names, addresses, telephone numbers and email addresses of two referees, one of which must be your present employer. If you are not currently in employment, please include your last employer. You should note that any of your previous employers may be contacted for a reference. **UNLESS YOU INDICATE TO THE CONTRARY, REFERENCES WILL BE REQUESTED FOR SHORTLISTED CANDIDATES PRIOR TO INTERVIEW**.

Name: _____	Name:_____
Post:_____	Post: _____
Address: _____	Address: _____
_____	_____
_____	_____
Post Code: _____	Post Code: _____
Tel No: _____	Tel No:_____
E-mail: _____	E-mail: _____

CONVICTIONS

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions.

Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of

Offenders Act 1974 (Exceptions) Order 1975.

DECLARATION

I declare that the information set out in this application form is true in all respects and I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed. I am also aware that canvassing of Members OR Employees of the Representative Body will disqualify me.

I hereby give my consent to the Organisation processing the data supplied on this application form for the purpose of recruitment and selection.

Signed _____

Date _____

Data Protection Act 1998 – Information provided by you will be held and automatically processed as data on a computer system. The Trust will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the Act.

JOB APPLICATION FORM

INTERNAL USE ONLY
Candidate's Ref No:

Application for the post of _____

at _____

WHAT TRAINING, QUALIFICATIONS OR SKILLS DO YOU HAVE RELEVANT TO THIS POST? Please provide details below**.**

EDUCATIONAL / PROFESSIONAL / VOCATIONAL QUALIFICATIONS OBTAINED				
Dates		Where obtained School/ College/ University/ Workplace etc	Qualifications Gained	Grade/ Level
From Mth/Yr	To Mth/Yr			

CURRENT MEMBERSHIP OF PROFESSIONAL BODIES			
Name of Body	Grade of Membership	Date of Admission	How did you achieve this membership?

ARE YOU UNDERTAKING ANY COURSE OF STUDY AT PRESENT? (If so please give details)			
Date	Training Course Title	Duration of	Organising Body

		course	

TRAINING RECEIVED *During the past 3 years.*

Date	Training Course Title	Duration of course	Organising Body

THE QUALIFICATIONS OF ALL SUCCESSFUL JOB APPLICANTS WILL BE VERIFIED AND YOU MAY BE ASKED AT A LATER STAGE IN THE RECRUITMENT PROCESS FOR YOUR CONSENT TO CHECKS BEING CARRIED OUT

EMPLOYMENT HISTORY - Present or most recent employment (This may be paid or unpaid)

Job Title:-_____ **Salary:-** _____

Name and address of present or most recent employer:-

_____

_____

Start date with this employer:- _____ **Date left (if appropriate)** _____

Reason for leaving _____

Brief description of job and main duties

Notice required by Present Employer:- _____

Previous Employment History

Please give details of your employment history. Any relevant posts held before then may also be mentioned. This can include any unpaid or voluntary work you may have undertaken.

Any dismissal or redundancy must be clearly stated. **(*Please use a separate sheet if required*).**

Dates		Employer/Self Employed Please include name and address	Post Held and Main Responsibilities	salary	Reason for Leaving
From Mth/Yr	To Mth/Yr				

ADDITIONAL INFORMATION

Please give details of time not accounted for elsewhere on this application form.

Do you hold a current United Kingdom driving licence? Yes ☐ No ☐

Do you have use of a car? Yes ☐ No ☐

If "Yes" do you have any current endorsements _____

_____

_____

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If YES, provide details below of any unspent or pending convictions under the Rehabilitation of Offenders Act 1974

_____

_____

_

Do you currently have any other employment other than your main job? Yes ☐ No ☐

If 'Yes', please provide details below:

Post: _____ Hours worked per week:_____

YOUR EXPERIENCES AND ACHIEVEMENTS

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application, with specific reference to the job specification.

If necessary, an additional A4 sheet may be attached

To be completed and returned to:
Llangasty Retreat House , Llangasty, Powys LD3 7PX