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| **Job Application Form** |

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| Title of post(s) applied for: |  |

Before completing this form, please read the accompanying Job Description and Person Specification. Please write clearly in black ink or type.

### Confidential

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Surname: | |  | | | Initials: |  | | Former surnames if different: | |  | | | Preferred Name or  Title (Optional): |  | | Address: | | | | | Tel No (home): |  | | Tel No (business): |  | |  | | | | | Tel No (mobile): |  | | E-Mail address: | | |  | | Nat. Insurance No: |  | | Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Do you need a work permit to be employed in the UK? | | | Yes  No | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | | | Where did you learn of the post? | | | |  | | | |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**  (Original documents as proof of qualification will be required at interview.)   |  |  |  | | --- | --- | --- | | Secondary School / College / University | Examinations taken | Result | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| |  | | --- | | Professional Qualifications currently held: how obtained and grade: |  |  | | --- | | Other relevant Educational or Training Courses: | |

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| **3. PRESENT POST**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Title of Post: |  | | | Salary/Grade: | |  | | Name of Employer: |  | | | Business of Employer: | |  | | Address: | | | | Date Commenced: | |  | | Date Ended (if applicable): | |  | |  | | | |  | |  | |  | |  | |  | |  | | Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | | | Reason for leaving or wishing to leave: | | |  | | | | | Period of notice required to terminate present employment: | | | | |  | | |

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| **4. PREVIOUS EMPLOYMENT**  (Please use continuation sheet if necessary.)   |  |  |  |  | | --- | --- | --- | --- | | Name and Address of Employers | Position(s) held | Reason for leaving | Date started & ended | |  |  |  |  | | Description of duties: | | | | |  | | | | |  |  |  |  | | Description of duties: | | | | |  | | | | |  |  |  |  | | Description of duties: | | | | |  | | | | |  |  |  |  | | Description of duties: | | | | |  | | | | |

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| **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB** (Please note the person specification) |

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| **6. OTHER INFORMATION**   |  |  |  |  | | --- | --- | --- | --- | | What activities outside work interest you? (State any voluntary positions held you consider relevant.) | | | | | Do you hold a current driving licence? | Yes  No | Do you have access to a car? | Yes  No |  |  | | --- | | Welsh Language: What is your ability to communicate in Welsh? |  |  | | --- | |  | |
| **7. REFERENCES**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Referee 1 | | | Referee 2 | | | | Full Name: |  | | Full Name: |  | | | Job Title: |  | | Job Title: |  | | | Organisation: |  | | Organisation: |  | | | Address: | | | Address: | | | |  | | |  | | | | Tel No: |  | | Tel No: |  | | | E-mail address: |  | | E-mail address: |  | | | Please state if we may obtain this reference prior to interview. | | Yes  No | Please state if we may obtain this reference prior to interview. | | Yes  No | |
| **Rehabilitation of offenders** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required). If yes, please give details below. |

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| **8. DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | | | | | Signature: |  | Date: |  | | Name: |  |  | | | The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. | | | | |

**Send your completed application to – louisa@yrp.wales**