

# Application for Employment

*Private and Confidential*

Return this form to: **L Brydon, Senior HR Administrator, NewLink Wales, Meridian Court, North Road, Cardiff CF14 3BE**

or

**recruitment@newlinkwales.org.uk**

Reference No: (Office Use)

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Title:

Forename(s):

Surname:

Address:

N.I Number:

Landline contact number:

Mobile contact number:

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Do you have a current driving licence?

Groups:

Expiry date:

Details of endorsements:

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Are there any restrictions on you taking up employment in the UK?

If 'Yes', please provide details:

How many days have you been absent from work due to illness in the past 12 months?

If appointed, when would you be able to take up the appointment?

If you are a Board Member or Trustee of an organisation, please provide details:

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### Information on your education

Please provide the following:

- Information on schools, colleges or universities you attended
- Qualifications you achieved there

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## Employment history

Please provide the following for each previous place of employment:

- Name of organisation and address
- Start date and end date of your employment there
- Your job title
- Your rate of pay
- Your duties
- Your reason for leaving the organisation

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**Current membership of professional bodies:** Please note any professional bodies you are a member of or are registered with.

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**Other employment:** Please note here any other employment you would continue with if you were to be successful in obtaining this position.

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## References

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. **Where applicable, one of your references should be your most recent employer.**

**Person 1:**

Known in the capacity of: (i.e Manager / Education)

**Person 2:**

Known in the capacity of: (i.e Manager / Education)

Please note here your leisure interests, sports and hobbies, other pastimes etc.

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Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

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### Personal Statement

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). Continue on a separate sheet if necessary.

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**Declaration: (please read this carefully before signing this application)**

- 1) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- 2) Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my employee file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
- 3) I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

**Signed:**

**Date:**