

**Job Application Form**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

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Please type directly in this form using Microsoft Word (or equivalent). We will accept forms returned via email to **careers@diverse.cymru** with a typed signature. CV’s will not be accepted.

If you wish to handwrite your application please complete in black ink and block capitals, and return by the closing date to:

**HR Team**

**Diverse Cymru Recruitment**

307-315 Cowbridge Road East, Canton, Cardiff CF5 1JD,

**Position Applied For**

|  |
| --- |
| Where did you see the post advertised: |

|  |
| --- |
| Job Title: |

**1. Applicants Details**

|  |  |  |
| --- | --- | --- |
|  | Surname: | First name: |
|  |  |  |
| Home address: | | |
|  | | |
| Post code: | | |

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| --- |
| Telephone No’s: please include full STD code: |
| Home: |
| Work: |
| Mobile: |
| Email address: |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current driving licence? | Yes / No | Welsh Language Speaker | Yes / No |

|  |  |
| --- | --- |
| Are there any restrictions regarding your employment? e.g. do you require a Work Permit? | Yes\*/No  \*If you answer Yes please supply details on a separate sheet of paper |

|  |  |
| --- | --- |
| How much notice do you need to give to your current employer? |  |

**2. Employment Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Please startwith your most recent employment. Briefly describe the main duties and responsibilities of your post. We recognise that valuable skills and experience can also be gained through voluntary work and/or managing family and home. If you wish to expand on any specific areas of responsibility, please do so in Section 5: Experience/skills. | | | |
| Current/most recent employer/organisation | | | |
| Name |  | | |
| Address |  | | |
| Job title |  | | |
| From |  | To |  |
| Brief description of duties | |  | |
| Reason for leaving/changing | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/organisation | | | |
| Name |  | | |
| Address |  | | |
| Job title |  | | |
| From |  | To |  |
| Brief description of duties | |  | |
| Reason for leaving/changing | |  | |

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| --- | --- | --- | --- |
| Employer/organisation | | | |
| Name |  | | |
| Address |  | | |
| Job title |  | | |
| From |  | To |  |
| Brief description of duties | |  | |
| Reason for leaving/changing | |  | |

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| --- | --- | --- | --- |
| Employer/organisation | | | |
| Name |  | | |
| Address |  | | |
| Job title |  | | |
| From |  | To |  |
| Brief description of duties | |  | |
| Reason for leaving/changing | |  | |

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| --- | --- | --- | --- |
| Employer/organisation | | | |
| Name |  | | |
| Address |  | | |
| Job title |  | | |
| From |  | To |  |
| Brief description of duties | |  | |
| Reason for leaving/changing | |  | |

**3. Education**

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| --- | --- | --- | --- |
| Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent. | | | |
| Name of school/college/university/training body | Subject studied | Qualification/Level | Dategained |
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**4. Training**

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| Please list any training you have received or courses which did not lead to a qualification but which you feel is relevant to the advertised post. | |
| Training Course | Date |
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**5. Experience/Skills**

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| This section is for you to give specific information in support of your application.  After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests or voluntary work relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.  **You must use the headings in the person specification as set out in the boxes below in order to set the information out clearly.**  Continue on a clearly marked separate sheet of A4 paper, if necessary |
| **Knowledge/Experience** |
|  |
| **Personal Circumstances** |
|  |
| **Practical and intellectual skills** |
|  |
| **Specialist knowledge** |
|  |
| **Disposition, adjustment & attitude** |
|  |

**6. Equality and Diversity**

What is your understanding of equality and diversity and what is its importance /relevance in the workplace and externally?

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| This section is for you to show us what you understand about equality and diversity, how important this is in the workplace and when dealing with service users, clients, external stakeholders. You can use specific examples to explain what you mean. Continue on a clearly marked separate sheet of A4 paper, if necessary. |
|  |

**7. Personal Statement**

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| In this section you can illustrate further how your education, previous employment and voluntary work, as well as life experience in general, combine to help you meet the needs of this job. Continue on a clearly marked separate sheet of A4 paper, if necessary. |
|  |

**8. References**

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| --- |
| Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Pease confirm that we may take up references prior to interview: YES / NO  Testimonials or references from friends and relatives are not acceptable. |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| How long have you known this person: |
| In what capacity? |

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| --- |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| How long have you known this person: |
| In what capacity? |

**9. Criminal Convictions**

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| Do you have any criminal convictions? Yes No  If Yes please give details on a separate sheet, this would exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974. |

**10. Relationship/Interests**

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| Please state whether you are related to any Director/Trustee or Employee of Diverse Cymru: Yes No  If yes, you should advise the Director/Trustee /Employee concerned of your application.  Do you have any business or other interests including membership of or affiliation with any Body, corporate or otherwise, or other organisation which would cause real or observed conflict with the duties and responsibilities of this job: Yes No |

**11. Declaration and Signature**

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| --- |
| The information supplied in this application form is accurate to the best of my knowledge.  Signed (typed signature accepted) Date |

By signing and returning this application form you consent to Diverse Cymru using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process.

Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. Thank you for completing the form.

Please print your completed form and return - together with your completed **Equal Opportunities Questionnaire** – to the address given on the first page of your pack.

Please note that all applications resulting in offers of employment are conditional upon satisfactory pre-employment checks which include, but are not limited to, satisfactory references, proof of qualifications, eligibility to work in the United Kingdom and our satisfaction that applicants have no adverse credit or any unspent criminal convictions (disclosures are subject to the Rehabilitation of Offenders Act 1974). If you would like to discuss any of our pre-employment checks prior to making an application, please contact our HR Team on 029 2036 8888.

**NOTE: Owing to the nature of this position, any offer of employment with Diverse Cymru will be subject to a satisfactory disclosure report from the**[**Disclosure and Barring Service**](https://www.admin.ox.ac.uk/personnel/recruit/preempcheck/add_pre-emp_checks/dbsscreening/)**.**