

**POST APPLIED FOR:**

The first two pages of this application form will be detached from the remainder of the application upon receipt and will only be used for contact purposes once candidates have been shortlisted.

# **PERSONAL DETAILS Personal details will be treated in confidence**

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| Name: |
| Address:  Postcode: |
| Email address: |
| Contact telephone number: |
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| How much notice would you require to start? |
| Are you entitled to work in the UK? Yes 🞎 No 🞎  It is a criminal offence for employers to employ a person who is not entitled to work in the UK. In order to comply with this, DPIA asks prospective employees/sessional worker to produce relevant documentation. Successful applicants must provide relevant documentation before employment commences. |

# **REFERENCE NO. 1** (*Please note that references will only be taken upon appointment. One reference must be your most recent employer or voluntary work supervisor).*

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| --- | --- |
| Name: | |
| Address: | |
| Telephone: | Email: |
| Relationship to you: | |

**REFERENCE NO. 2**

|  |  |
| --- | --- |
| Name: | |
| Address: | |
| Telephone: | Email: |
| Relationship to you: | |

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University | From | To | Subjects/Exam results |
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**FURTHER TRAINING:** *Please tell us about any training or other qualifications you may have*

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| **E EMPLOYMENT HISTORY** *(Please begin with your current or most recent employment)* | | | |
| Name of Employer | Position held | To/From | Reason for leaving |
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**VOLUNTARY WORK:** *Please tell us about any voluntary work that you may have done*

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**HOBBIES AND INTERESTS**

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**PLEASE EXPLAIN ANY GAPS IN YOUR EMPLOYMENT HISTORY**

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**EXPERIENCE AND SKILLS: IMPORTANT - Please read the job description and the person specification relating to the post for which you are applying before completing this section. Use this section to show us how you meet the Person Specification, going through the Person Specification point by point.**

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| **Essential criteria**  **Desirable Criteria** |

**REHABILITATION OF OFFENDERS ACT 1974**: Have you ever been found guilty by a court of any offence which is not treated as spent under the Rehabilitation of Offenders Act 1974 or is there a case against you pending? Yes 🞎 No 🞎

If yes, please specify below.

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INTERVIEW ARRANAGEMENTS AND AVAILABILITY

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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A DBS check will be carried out prior to employment.

Do you give permission for this to be carried out?

Yes No

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature: Date:

**Closing Date: 22 August 2022**

**Please email your application to james@dpia.org.uk**

Website: www.dpia.org.uk Registered charity 1117456



**Y SWYDD A YMGEISIR AMDANI:**

Bydd dwy dudalen gyntaf y ffurflen gais hon yn cael eu datgysylltu o weddill y cais ar ôl ei derbyn a’u defnyddio at ddiben cysylltu’n unig unwaith fydd yr ymgeiswyr wedi eu rhoi ar restr fer.

# **MANYLION PERSONOL Caiff y manylion personol eu trin yn gyfrinachol**

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| --- |
| Enw: |
| Cyfeiriad:  Cod Post: |
| Cyfeiriad e-bost: |
| Rhif ffôn cyswllt: |
|  |
| Faint o rybudd sydd ei angen arnoch cyn dechrau? |
| A oes hawl gennych i weithio yn y DU? Oes 🞎 Nag oes 🞎  Mae’n drosedd i gyflogwyr gyflogi unigolyn sydd heb hawl i weithio yn y DU. Er mwyn cydymffurfio â hyn mae DPIA yn gofyn i ddarpar weithwyr / gweithwyr sesiwn i gynhyrchu dogfennaeth berthnasol. Mae’n rhaid i ymgeiswyr llwyddiannus ddarparu dogfennaeth berthnasol cyn dechrau ar eu gwaith. |

# **GEIRDA RHIF 1** (*Dylech nodi mai dim ond wrth eich apwyntio y gofynnir am y geirda. Mae’n rhaid i un geirda fod gan eich cyflogwr mwyaf diweddar neu oruchwyliwr gwaith gwirfoddol).*

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| --- | --- |
| Enw: | |
| Cyfeiriad: | |
| Ffôn: | Ebost: |
| Eu perthynas i chi: | |

**GEIRDA RHIF 2**

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| Enw: | |
| Cyfeiriad: | |
| Ffôn: | Ebost: |
| Eu perthynas i chi: | |

**CYMWYSTERAU ADDYSGOL**

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| Ysgol / Coleg / Prifysgol | O | Tan | Pynciau / Canlyniadau arholiadau |
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**HYFFORDDIANT YCHWANEGOL:** *Dywedwch wrthym am unrhyw hyfforddiant neu gymwysterau eraill sydd gennych*

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| **E HANES CYFLOGAETH** *(Dechreuwch gyda’ch swydd bresennol neu’ch cyflogaeth fwyaf diweddar)* | | | |
| Enw’r Cyflogwr | Eich Swydd | I/ O | Rheswm am adael |
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**GWAITH GWIRFODDOL:** *Dywedwch wrthym am unrhyw waith gwirfoddol rydych wedi ei gyflawni*

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**HOBÏAU A DIDDORDEBAU**

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**ESBONIWCH UNRHYW OFODAU YN EICH HANES CYFLOGAETH**

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**PROFIAD A SGILIAU: PWYSIG - darllenwch y swydd ddisgrifiad a manyleb y person sy’n berthnasol i’r swydd rydych yn ymgeisio amdani cyn cwblhau’r adran hon. Defnyddiwch yr adran hon i ddangos i ni sut rydych yn cyflawni Manyleb y Person, gan fynd trwy Fanyleb y Person bwynt wrth bwynt.**

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| **Meini prawf hanfodol**  **Meini Prawf Dymunol** |

**DEDDF ADSEFYDLU TROSEDDWYR 1974**: Ydych chi erioed wedi eich cael yn euog gan lys o unrhyw drosedd nad sy’n cael ei thrin fel un sydd wedi darfod dan Ddeddf Adsefydlu Troseddwyr 1974 Neu a oes achos yn eich erbyn yn eich disgwyl? Oes  Nag oes 

Os oes, rhowch y manylion isod.

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TREFNIADAU CYFWELD A’CH ARGAELEDD

Os oes gennych anabledd, byddwch cystal â dweud wrthym os allwn ni wneud unrhyw addasiadau rhesymol i’ch helpu chi gyda’ch cais neu gyda’r proses recriwtio.

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Cynhelir gwiriad DBS cyn eich cyflogi.

Ydych chi’n rhoi caniatâd i hyn ddigwydd?

Ydw Nag ydw

**Datganiad**

Rydw i’n cadarnhau hyd eithaf fy ngwybodaeth bod y wybodaeth rydw i wedi ei darparu ar y ffurflen hon yn gywir ac rydw i’n derbyn bod darparu gwybodaeth ffug yn golygu y gallaf gael fy niswyddo.

Enw:

Llofnod: Dyddiad:

**Dyddiad Cau: 22 August 2022**

**E-bostiwch eich cais i: james@dpia.org.uk**

Gwefan: www.dpia.org.uk Elusen gofrestredig 1117456