

# APPLICATION FOR EMPLOYMENT FORM



## CONFIDENTIAL

Please note: This form is vital to the short-listing process. All sections on the form should be completed as requested, even if you are already known to the College. DO NOT staple or glue additional sheets / information to ANY part of this form. However, if, you wish to include additional information please submit this on A4 sheets, loose-leaf or paper clipped, stating the post applied for and the section to which the additional information is referring.

<b>POST APPLIED FOR:</b>	<b>Office Use Only Candidate No:</b>
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### DATA PROTECTION ACT 1988 / GDPR

Please refer to the Job Applicant Privacy Notice attached which details how we use your data.

### EDUCATION, QUALIFICATIONS AND APPRENTICESHIPS

School / College / University	Qualifications / Training / Apprenticeships	Subject	Grade (if applicable)

*Note: if you are successful you will be required to produce original certificates and awards for all qualifications / training / apprenticeships quoted above prior to confirmation of appointment*

### OTHER RELEVANT TRAINING UNDERTAKEN

Please give details of any other training courses attended, in the past three years, which are relevant to the post applied for.

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<b>MEMBERSHIP OF PROFESSIONAL INSTITUTES / ORGANISATIONS</b>	
Name of Institute / Organisation	Current Status and Membership Level

<b>PRESENT EMPLOYER (or most recent if currently unemployed)</b>		
Name and Address of Employer:		Date Commenced Employment:
Job Title:	Notice Required:	Current Salary:
Reason for Leaving:		
<p>Provide a description of your main duties and responsibilities with an emphasis, where possible, on those areas relevant to the job applied for:</p> <div style="border: 1px solid black; height: 350px; width: 100%;"></div>		

**PREVIOUS EMPLOYMENT (List in order, with most recent employer first)**

Please list all your previous employment, include paid and voluntary, detailing any gaps between employments with reasons (continue on separate sheet if necessary)

Dates		Name and Address of Employer	Job Title and Nature of Work / Duties	Final Salary and Reason for Leaving
From DD/MM/YY	To DD/MM/YY			

**RELEVANT SKILLS, EXPERIENCE, AND ABILITIES**

Study the job description / person specification and provide any other evidence of your work, or other activities, which demonstrates your ability, skills, aptitude or personal qualities to undertake the duties of the post for which you are applying.

## SUPPORTING STATEMENT

You are invited here to briefly give any additional information to support your application, including your motivation / personal reasons for applying for the post.

## REFERENCES

If you are currently a member of staff you do not need to complete this section.

If you are not a current member of staff please enter the full name, address, postcode and telephone numbers (if possible) of referees who can be approached to provide relevant comment on your ability to carry out the job applied for.

1. One of these should be your current or most recent employer (last employer if unemployed or college if a student).
2. A reference from another person who can vouch for your good character in relation to this post.

By completing this section you are giving consent for references to be requested. All references will be marked confidential and only kept on file for a maximum of one year according to Data Protection Act 1998.

### 1. CURRENT / MOST RECENT EMPLOYER

Name and Title:	Full Address, including Postcode
Position Held:	
Telephone No.:	
Nature of Relationship:	

Tick here if you do not wish reference to be taken up prior to appointment stage

### 2. OTHER

Name and Title:	
Position Held:	
Telephone No.:	
Nature of Relationship:	

Tick here if you do not wish reference to be taken up prior to appointment stage

# EQUAL OPPORTUNITIES MONITORING FORM



## CONFIDENTIAL

We are committed to developing positive policies to promote equal opportunities in employment and prohibiting unlawful discrimination on the grounds of sex, race, colour, national or ethnic origin, disability, sexual orientation, religion, age.

In order to ensure that these policies are being followed, and for no other purpose, all applicants are asked to provide the following information which will be treated in the strictest confidence and will not form part of the selection process.

This document will be detached from your application form prior to shortlisting. The information you provide will be treated in the strictest confidence and will not be available to members of the shortlisting panel.

### DATA PROTECTION ACT 1988 / GDPR

Please refer to the Job Applicant Privacy Notice attached which details how we use your data.

**POST APPLIED FOR:**

**Office Use Only  
Candidate No:**

Preferred Title: Mr / Mrs / Miss / Other - please specify:

Surname:	Forename(s):
Address including Postcode:	Telephone (Home):
	Telephone (Mobile):
	Telephone (Work): May we contact you at work: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Email:

### RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?      Yes       No

*We will require proof of this before an offer of employment can be confirmed e.g. birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996*

**RACE AND ETHNIC ORIGIN**

Which group most represents your race and ethnicity:

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background  Specify if you wish

Black, Black British, Black English, Black Scottish or Black Welsh

- African
- Caribbean
- Any other Black background  Specify if you wish

Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh

- Chinese

Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- White and Chinese
- Any other Mixed background  Specify if you wish

White

- British
- English
- Irish
- Scottish
- Welsh
- Any other White background  Specify if you wish

Other Ethnic Group  Specify if you wish

Do not wish to disclose

**DISABILITIES**

It is part of our policy that people with disabilities who apply for employment will not be disadvantaged or receive less favourable treatment which cannot be shown to be justified.

Do you consider yourself to have a disability?      Yes       No

If 'Yes', please state the nature of your disability:

Please describe any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the post.

**AGE**16-24 25-34 35-44 45-54 55-64 65+ **RELIGION OR BELIEF**

Which group do you most identify with?

- Baha'i
- Buddhist
- Christian
- Hindu
- Jain
- Jewish
- Muslim
- Sikh
- Other
- None
- Do not wish to disclose

Specify if you wish **SEXUAL ORIENTATION**

- Bisexual
- Gay Man
- Gay Woman / Lesbian
- Heterosexual / Straight
- Other
- Do not wish to disclose

Specify if you wish **TRANSGENDER**

For the purpose of this question 'transgender' is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth?

Yes No Do not wish to disclose **GENDER**Male Female **WELSH SPEAKER**Yes No 

If Yes, please state to what level (e.g. fluent, basic, written and / or oral, etc.):



## REHABILITATION OF OFFENDERS ACT 1974 – ADDITIONAL INFORMATION

The post you are applying for is exempt from the provisions of 2.4(2) of the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975. Under the provision of the act convictions which would ordinarily be considered as 'spent' must be disclosed on this form. Failure to do so may result in dismissal or disciplinary action if you have been appointed at Coleg Elidyr Camphill Communities.

Have you ever been convicted of a criminal offence by a court of law (this does not include minor motoring offences or offences committed as a juvenile)?

Yes

No

If you answered 'Yes' please give details below, including the offence you were convicted of and the date of conviction.

Do you have any unspent or pending convictions under the Rehabilitation of Offenders Act 1974? Yes  No

If you answered 'Yes' please give details below.

## DECLARATION:

I declare that the information set out on the Application For Employment and Equal Opportunities Monitoring forms is true in all aspects and I understand that any false information may render me liable for dismissal or disciplinary action if appointed.

**SIGNED:**

**DATE:**

## RETURN INFORMATION

Please send your completed forms to:

**Human Resources Department, Coleg Elidyr Camphill Communities,  
Rhandirmwyn, Llandovery, Carmarthenshire, SA20 0NL**

**ANY CV'S SUBMITTED WITH AN APPLICATION WILL NOT BE CONSIDERED.**

**PLEASE NOTE THAT ALL ATTACHED DOCUMENTS MUST BE COMPLETED IN  
ORDER FOR AN APPLICATION TO BE CONSIDERED.**