



# Application Form

Private and Confidential

**PLEASE NOTE THAT C.V's ARE NOT ACCEPTABLE**

## Part One Personal Details

NB. *For equal opportunity reasons we will detach this front sheet from your application during the shortlisting process.*

<b>Application for the post of:</b> _____	
Surname:	Forenames:
Address:	
Telephone (Daytime)	(Evening)
Email:	Fax No:
NI No:	

<b>Criminal Record:</b> <i>This post is exempt from the Rehabilitation Of Offenders Act 1974 (Exemption 1975). Please disclose any previous convictions, as this post will deal with or have contact with vulnerable people. Any information you give will be treated as strictly confidential and will be assessed in relation of the post.</i>
Have you ever been convicted of a criminal offence? Yes [ ] No [ ]
If yes, please give details: _____
_____

<b>Health:</b>	
Are you in good health?	Yes [ ] No [ ]
Sick leave taken in the last 2 years:	_____ days
Do you have any disabilities / medical conditions affecting your application?	Yes [ ] No [ ]
Describe the disabilities/medical conditions and any reasonable adjustments that you feel should be made, to the recruitment process or to the job itself, to assist applicants:	
We may require a medical report from you GP / Independent medical advisor.	
Do you consent to this?	Yes [ ] No [ ]

Please give name, address and telephone number of two references, one of whom must be your present or most recent employer. We will require one reference prior to interview, please mark this one with \*.

1.

2.

Name:

Name:

Address:

Address:

Tel No:

Tel No:

Fax No:

Fax No:

Relationship to you:

Relationship to you:

**Declaration:**

I confirm that the information I have given on this application form is correct and complete. I understand that any false or misleading statements may be sufficient for rejection or if employed, dismissal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If you were offered this post when would you be able to start?

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## Part Two Education

Secondary Education			
School Name & Address	Examinations		
	Subject	Level	Result

Further Education			
College Name & Address	Type of Learning	Qualifications and Grades	

Any other courses / qualifications relevant to your career with dates:

Membership of any professional societies, details of articles published or other activities:

Do you hold a current full driver's license?  
Do you have access to a car?

**Part Three**  
**Account of Career**

Under Welsh Assembly of Government guidelines it is necessary for you to supply a complete employment history, starting with the date when you left school. Please complete the details outlined below. We consider voluntary experience to be of equal value to that of paid employment. Consideration will also be given to experience of domestic caring. Any gaps in employment must be accounted for. Please use additional sheets if necessary.

<u>Employer's</u> <u>Name &amp; Address</u>	<u>Dates of Employment</u>		<u>Position and</u> <u>main duties</u>	<u>Salary</u>	<u>Reason</u> <u>for leaving</u>
	<u>From</u>	<u>To</u>			

**Gaps In Employment**

Please account for any gaps in your employment history:

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## Part 4

### Response to the Person Specification

Please give a brief account of your career to date, along with your reasons for applying for this post. Please ensure that the details recorded are relevant to the criteria requirements of the person specification and job description and that you provide clear and brief evidence. You may use additional sheets if required.

**Part 4 (continued)**  
**Response to the Person Specification**

Please give a brief account of your career to date, along with your reasons for applying for this post. Please ensure that the details recorded are relevant to the criteria requirements of the person specification and job description and that you provide clear and brief evidence. You may use additional sheets if required.

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## **Important Information**

Rehabilitation of Offenders Act  
1974  
(Exceptions Order) 1975

The post that you have applied for is excepted from the effect of section 4 (1) and 4 (3) of the Rehabilitation of Offenders Act 1975 by Schedule 1, part 11, paragraph 12 (b), (c) and/or (e) of the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975.

This means that for the purposes of any employment with Foundation Housing Tai Sylfaen arising from your application to this post, any criminal conviction will not be treated as spent within the meaning of the 1974 Act and must be disclosed.

A police record check is made against all successful applicants. Misrepresentation about any criminal record or failure to disclose any conviction in the process of seeking employment with Foundation Housing Tai Sylfaen is a most serious disciplinary offence. Any person who secures employment on the basis of any such misrepresentation or failure to disclose will be guilty of gross misconduct and be liable to summary dismissal

### **In line with CRB Code Of Practice**

All applicants and the information they supply will be handled with sensitivity and on the basis of confidentiality

The declaration of an offence by a potential employee, or as disclosed through police checks will not automatically result in the withdrawal of a job offer

The procedure for employing ex-offenders will be followed at all times and decisions will be reached in an objective and professional way