



APPLICATION FOR EMPLOYMENT

The information requested on this form is required to assess your suitability for the job. The information provided will only be used for this purpose and we will select the best candidate solely on the basis of merit and ability to do the job. All the information on this form will be treated in the strictest of confidence.

Position Applied for:

Personal Details

Surname or family name:	Title:
Forename(s):	
Address:	
Post Code:	Email:
Phone no.:	Alternative phone no.:

Evidence of your suitability for the vacancy

Please provide brief details of the relevant skills and abilities that you are able to bring to this position. These may be gained from your work experience (paid or unpaid), education, training, achievements or hobbies and interests.

Education / Qualifications

Please give details of any educational qualifications you have received or vocational qualifications

Type of Qualification	Subject (s)

Employment History

Please give details of your employment history starting with your most recent job. Please continue on a separate sheet if necessary.

Name of Employer	Job Title	From	To	Reason for Leaving

Brief Description of key Duties and Responsibilities

Name of Employer	Job Title	From	To	Reason for Leaving

Brief Description of key Duties and Responsibilities

Name of Employer	Job Title	From	To	Reason for Leaving

Brief Description of key Duties and Responsibilities

References

Please give details below of two people we can contact for references. These should be your two most recent Employers. Personal references should only be given where there are no previous employers.

Name	Name
Address	Address
Occupation	Occupation

One or more references may be taken up prior to any offer of employment being made. Please indicate if you are willing for Warm Wales /Cymru Gynnes to request a reference from your current employer prior to any offer of employment being made. **YES/NO**

Warm Wales reserve the right to take up further alternative references as deemed necessary.

Declaration

I authorise the company to obtain references to support this application once an offer has been made and accepted. I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signed: Date:

EQUAL OPPORTUNITIES MONITORING

Warm Wales/ Cymru Gynnes is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate are based solely on merit and ability to do the job.

The Equality & Human Rights Commission recommends that employers collect and monitor information to ensure that their recruitment practices are fair and open to all sections of the community. To help Warm Wales/ Cymru Gynnes to monitor the effectiveness of its Diversity Policy in this area, please take a few moments to complete this section of the form.

We are aware that you may be hesitant in providing the personal details requested. Please be assured that this section of the form will be detached from the application form upon receipt and the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Job title applied for:

Date of birth:

Are you Male Female Other

What is your nationality?

How would you describe your ethnic origin?

- | | |
|--|---|
| <input type="radio"/> White – British | <input type="radio"/> Mixed – White and Black Caribbean |
| <input type="radio"/> White - Irish | <input type="radio"/> Mixed – White and Black African |
| <input type="radio"/> Other White background | <input type="radio"/> Mixed – White and Asian |
| <input type="radio"/> Black or Black British - Caribbean | <input type="radio"/> Other Mixed background |
| <input type="radio"/> Black or Black British - African | <input type="radio"/> Other Ethnic background |
| <input type="radio"/> Other Black background | <input type="radio"/> Information refused |
| <input type="radio"/> Asian or Asian British - Indian | |
| <input type="radio"/> Asian or Asian British - Pakistani | |
| <input type="radio"/> Asian or Asian British – Bangladeshi | |
| <input type="radio"/> Chinese | |
| <input type="radio"/> Other Asian background | |

The descriptions listed above are those used in the Census of Population and allow comparison of statistics to be produced. This question is not concerned with your nationality, place of birth or citizenship but aims to establish the broad ethnic groups of people responding to our job advertisements.

Do you consider yourself to be a disabled person? Yes No

Thank you for assisting Warm Wales Cymru Gynnes to monitor the effectiveness of its Diversity Policy.

