***CONFIDENTIAL***

## Safer Wales Application Form

**Please read the enclosed guidance notes before completing this form. Please write or type clearly using black ink. Please note that CV’s will not be accepted.**

**Page one of this form will not be seen by the short-listing panel.**

|  |
| --- |
| **Position Applied For :-** **Location Applied For :-**  |
|  |

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title (Ms/Mr etc)**  |  |  |  |  |
| **Last Name:** |  |  | **Are you eligible to work in the UK circle Yes/No?** | Y/NProof will be requested if appointed |
| **First Name(s) in full:** |  |  | **Consent to contact you 3 months from recruitment end date** | Sign here. |
| **Address for correspondence**: |  |  | **Permanent Address (if different from left)** |  |
| **Daytime/Work Telephone Number:** |  |  | **National Insurance Number:** |  |
| **Email address:** |   |  | **Mobile Telephone Number:** |  |

**1. Education**

Please give a brief history of your educational background starting with your last secondary school.

|  |  |  |
| --- | --- | --- |
| **Dates**  | **School/College/University** | **Qualifications & Grades (including achieved and anticipated grades)** |
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1. **Other Academic and Professional Qualifications** (Please give details of date and grade where applicable.)
2. **Please give any information about yourself or your life experience, including home or voluntary work, which you feel is relevant to your application.** (Continue on a separate sheet if necessary)

**4. Detailed Career History:**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Date**  | **Employer** | **Position Held**  | **Main Achievements** |
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Please give details of your employment record starting with your last job: (continue on a separate sheet if necessary)

1. **Relevant Knowledge, Skills & Experience**

**What are your main strengths in applying for this post?** You should address each point in the person specification, giving details of what skills, experience and knowledge you have in those areas including training gained both in paid employment and in voluntary work, or through study, that make you suitable for this post. The information you give here will play a crucial part in the decision whether or not to interview you for this post. (If this space is not sufficient, please continue on a separate sheet.)

**6.** **Do you have a current Full Driving Licence?:** **YES/ NO**

 **Do you have any** **Endorsements?:** **YES /NO**

 If “yes”, please specify:

 **Do you have sole use of a vehicle? YES/NO**

**7. Rehabilitation of Offenders Act.**

Safer Wales welcomes applications from ex-offenders for this vacancy and they will be considered on their merit. Convictions which are irrelevant to the job will not be taken into consideration, but you are required to disclose any convictions which are not spent by virtue of the Rehabilitation of Offenders Act 1974

**Have you been convicted of a Criminal Offence which is not currently spent?** Before answering please see **note** below.

 YES / NO

**If your answer is YES**, please give details below of date(s) of offence(s), nature of offence(s) and sentence(s) passed:

**Note**:

* The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.
* Disclosure of a conviction does not automatically disbar applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of work to be done.
* Convictions which are considered ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974 need not be declared.

**8. Referees**

Please give us the name and address of two referees who are willing and able to provide a reference for you. One should be your present or most recent employer (unless you have not worked before, when an appropriate member of academic institution you have attended may be used). The other referee should be able to describe your suitability for this post and have known you for at least 2 years.

|  |  |
| --- | --- |
| **Referee No. 1** | **Referee No. 2** |
| **Name:** **Address:** **Daytime Tel No:** **Daytime Fax. No:****Email address:**  | **Name:** **Address:** **Daytime Tel No:** **Daytime Fax. No:****Email address:**  |

**9. When may your referees be asked for a reference?**

 (Please tick one only for each referee)

|  |  |
| --- | --- |
| **Referee No. 1** | **Referee No. 2** |
| Prior to short listing 🞎Only if you are offered an interview 🞎Only if you are offered the post 🞎 | Prior to short listing 🞎Only if you are offered an interview 🞎Only if you are offered the post 🞎 |
| **10**. If successful, when could you take up this appointment?  |
| **11. Additional Information (Advertising and Publicity):**Where did you learn of this vacancy? (this helps us to assess the effectiveness of our advertising)Details: |
| **N.B. If successful, you will be required to provide documentation to verify eligibility for work in the UK, and this would include either a P45, a passport (EU or with appropriate work visa) or Home Office written confirmation.** |

**12. For certain posts the knowledge of Welsh is either an essential or desirable qualification.**

Are you fluent in spoken and written Welsh?

Do you have a working knowledge of written and spoken Welsh?

Would you be willing to learn Welsh?

\* Please delete as appropriate

Do you have any other language skills? If yes, please indicate below which language(s) and your current level of written/oral ability (basic/competent/fluent).

**13. Declaration:**

I confirm that to the best of my knowledge the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made.

Signature: Date:

Thank you for completing this form. Please return by mail or email to:

**Recruitment Safer Wales Ltd, 1st Floor, 1-7 Castle House, Castle Street, Cardiff CF10 1BS.**

**Telephone Number 029 2022 0033, Fax. No. 029 2022 5644**

**Email: recruitment@saferwales.com** **Website:** [**www.saferwales.com**](http://www.saferwales.com)

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