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**Application Form**

1. **Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| National Insurance No. |  |
| Address |  |
| Email |  |
| Contact Telephone |  |

1. **Current / Most Recent Employment**

|  |  |
| --- | --- |
| Organisation |  |
| Job Title |  |
| Address |  |
| Salary |  |
| Start Date |  |
| Notice Period |  |

1. **Previous Employment**

Please list previous posts held with dates, starting with the most recent and the reason for leaving.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Position | Reason for Leaving |
|  |  |  |  |
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1. **Education and Qualifications**

Please list qualification(s) achieved.

|  |  |
| --- | --- |
|  | Qualification |
|  |  |
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1. **Personal Statement**

Please include with your application a statement of how your qualifications, knowledge, experience and skills **meet each of the criteria** **included in the person specification**. The supporting statement is an essential part of the selection process.

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1. **Additional Information**

Please include any additional information you wish to give in support of your application. Describe how your experience, training or outside interests may be helpful to you in this post.

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1. **Welsh Language**

Please let us know your Welsh Language skills level.

|  |  |
| --- | --- |
| **Level** | Tick as appropriate |
| Level 0 - No Welsh Language Skills |  |
| Level 1 - Entry Level |  |
| Level 2 - Foundation Level |  |
| Level 3 - Intermediate Level |  |
| Level 4 - Advanced Level |  |
| Level 5 - Proficiency Level |  |

|  |  |
| --- | --- |
| In accordance with the Welsh Language Standards, you have the right to have an interview/assessment (if relevant) in Welsh. In some cases, a simultaneous translation service may be used for this. Would you like to have your interview/assessment in Welsh? | Yes / No |
| Were we to offer you this job, you have the right, in accordance with the Welsh Language Standards, to receive correspondence regarding your employment in Welsh (including your employment contract).  Would you like to receive correspondence in Welsh? | Yes / No |

1. **References**

Please provide the names and addresses of two referees who can comment on your work performance. One of these should be your current employer. The other should be a previous employer or someone else familiar with your work. Both references should be from a senior person to whom you report(ed).

|  |  |
| --- | --- |
| **Referee 1 - Current Employer** | **Referee 2 – Previous Employer** |
| Name | Name |
| Job Title / Occupation | Job Title / Occupation |
| Dates Covered | Dates Covered |
| Address | Address |
| Email | Email |
| Contact Telephone | Contact Telephone |
| May we contact this referee without further reference to you? **Yes / No** | May we contact this referee without further reference to you? **Yes / No** |

1. **Other Information**

|  |  |
| --- | --- |
|  | Delete as required |
| Have you ever been convicted of a criminal offence other than petty motoring offences?   (NB:  Due to the nature of the work for which you are applying, i.e. including visits to educational establishments, under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, you are not entitled to withhold information about “spent” convictions.  Any information will be treated as completely confidential and will be considered only in relation to an application for positions to which the order applies.) | Yes / No |
| Do you have any criminal charges pending? Please note that a DBS check will be conducted. | Yes / No |
| Do you require a work permit to take up employment in the UK? | Yes / No |
| If you have answered YES to any of the above, please specify on a separate sheet and attach it to this form enclosed in a sealed envelope marked Private & Confidential. | |

1. **Declaration**

The statements made by me in this application, including the supplementary questions and any other details I have submitted, are true to the best of my knowledge and belief. I give permission to approach those referees that I have not embargoed. I also give permission for you to seek confirmation of the details supplied within my application.  If successful, I understand that ColegauCymru reserves the right to make the identified Disclosure and Barring Service checks.

|  |  |
| --- | --- |
| **Signed.....................................................** | **Date............................................................** |

Completed application forms should be emailed to [hr@colegaucymru.ac.uk](mailto:hr@colegaucymru.ac.uk) or posted to:

Human Resources Department, ColegauCymru, Unit 7, Cae Gwyrdd, Greenmeadow Springs Business Park, Tongwynlais, Cardiff, CF15 7AB.