Reference (office use only) ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **APPLICATION FORM**  **Post applied for:** |  |

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| **NAME:** | | | | | | | | |
| **HOME ADDRESS** (please also state address for correspondence if different): | | | | | | | | |
| **TELEPHONE NUMBER:** | | | | | | | | |
| **Daytime** | **Evening** | | | | | **Mobile** | | |
| **EMAIL ADDRESS:** |  | | | | |  | | |
| **EDUCATION, QUALIFICATIONS & TRAINING COURSES COMPLETED**  Include any examinations which you are about to take or awaiting results and training courses which you feel are relevant. | | | | | | | | |
| **Name of school, college or**  **training provider**  **PROFESSIONAL QUALIFICATIONS** | | | **Dates** | | **Subject** | | | **Qualifications** |
| **EMPLOYMENT HISTORY** | | | | | | | | |
| **PRESENT EMPLOYMENT (if applicable)** | | | | | | | | |
| **Main areas of responsibility & experience gained** | | | **Date appointed** | | **Name & address of employer** | | | **Reason for leaving** |
| **PREVIOUS EMPLOYMENT**  Please list your most recent employment first and include voluntary or unwaged work as appropriate. | | | | | | | | |
| **Position & responsibilities** | | | **Dates**  **(from & to)** | | **Name & address of employer** | | | **Reason for leaving** |
| **REASONS FOR APPLYING FOR THIS POST**Please state why you are applying for this post | | | | | | | | |
| **RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**  **Give details of your skills and experience (including unwaged) which are directly relevant to this post. Please refer to the enclosed Job Description & Person Specification as appropriate. Do not attach CVs, examples of work or any further supporting information; they will not be used to assess your application.**   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | | | | | | | |
| **PERSONAL QUALITIES AND INTERESTS**  Please state briefly the personal qualities and attributes or interests that you consider would help in this post. | | | | | | | | |
| **PLEASE DESCRIBE YOUR LEVEL OF FLUENCY IN WELSH BY HIGHLIGHTING ONE OF THE FOLLOWING**  Fluent - First language  Fluent – Second language  Learner – moderate  Learner – basic  None  Other (Please state) \_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **REFEREES**  Please give the name, address and telephone number of two referees. One should be your current/latest employer if applicable. | | | | | | | | |
| **1.** | | | | **2.** | | | | |
| **START DATE**  If you were selected, when could you start? Please give period of notice and details of any booked holidays if applicable. | | | | | | | | |
| Do you hold a full driving licence? – Do you own a car – | | | | | | | | |
| WHERE DID YOU SEE THIS POST ADVERTISED? | | | | | | | | |
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| **DECLARATION**  **I hereby declare that the information I have given is accurate and complete.**    **Signature of Applicant Date** | | | | | | | | |
| **Please return the completed form by email to** [**info@dtawales.org.uk**](mailto:info@dtawales.org.uk) **with the job title applied for in the subject line, and complete an Equal Opportunities Monitoring Form :**  [**https://forms.gle/Ci9TYWotyaP15hRN7**](https://forms.gle/Ci9TYWotyaP15hRN7)  **The Equal Opportunities Monitoring form is anonymous and will not be included as part of the shortlisting process. All provided information will be used for recruitment monitoring and provision of statistical data purpose only.** | | | | | | | | |