**Job Application Form**

**Section One**

**FOR OFFICE USE: REFERENCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Surname |  | | |
| First names |  | | |
| Address |  | | |
| Postcode |  | | |
| Email |  | | |
| Home Phone number |  | Mobile Phone number |  |

|  |  |
| --- | --- |
| **General** | |
| Are you entitled to work in the United Kingdom? (You will be required to provide evidence at during the recruitment process.) | Yes / No |
| Do you have any unspent criminal convictions?  If yes, please give details. | Yes / No |
| When are you available to start work? |  |
| Where did you hear of this vacancy? |  |
| Please note here if you are not available on the date the interviews will be held, and note which other dates you will be available. |  |

|  |  |
| --- | --- |
| **References** | |
| Please give the names and addresses (including email addresses) of two referees – your most recent employer and one who could provide a character reference. We will not contact the referees until a job offer has been made. | |
| Employer |  |
| Character |  |

**Menter Môn complies with the General Data Protection Regulation (GDPR) 2018 and we thereby inform you that we keep job applicants personal details securely and confidentially. We only distribute Section Two of the application form to those who are involved in the recruitment process, ie the Interview Panel. Following the interview process, we will collect the application forms from the Selection Panel in order to destroy these. One copy of each full application form will be kept securely and confidentially by Human Resources for audit purposes in line with our funding bodies’ requirements and retention schedules. GDPR 2018 requires us to gain your consent to this. Menter Môn will assume that your consent has been given by signing and returning this form (electronic or written) as a formal application for this post.**

|  |  |
| --- | --- |
| **Declaration**  I confirm that the information given on this form is correct and for the personal data contained in this form to be processed for the purpose of the application. | |
| Signature |  |
| Date |  |

**Please return this form by the closing date to:**

**Human Resources**

Email: carys@mentermon.com

Tel: 01248 725 700

Menter Môn, Neuadd y Dref, Sgwâr Bulkeley, Llangefni, Ynys Môn. LL77 7LR.

**Section Two**

**FOR OFFICE USE: REFERENCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Job Applied for |  |
| Areas applied for in order of preference (if applicable) |  |

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| --- | --- | --- | --- |
| **Latest employment** | | | |
| Employer name and address |  | | |
| Post held |  | | |
| Current / most recent salary *(optional)* |  | | |
| From (month/year) |  | To (month/year) |  |
| Outline your main duties and responsibilities |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment**  Give details of previous posts held. Continue on a separate sheet if necessary. | | | | |
| Name and Address of employer | From: To (Month/Year) | Post and Main Duties | | |
|  |  |  | | |
| **Qualifications** | | | | | |
| Qualifications (Academic / Professional) | | | Establishment | Date received | |
|  | | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Training** | | | | | | | |
| Details of any relevant training | | | | | | Date received | |
|  | | | | | |  | |
| **Relevant Skills, Experience and Additional Information** | | | | | | | |
| Whilst referring to the responsibilities, experience and skills listed in the job specification, please describe what skills and experiences you have which would make you a suitable candidate for this post, giving examples where appropriate. (Continue on a separate sheet if necessary) | | | | | | | |
|  | | | | | | | |
| **Language Skills** |  | | | | | | | |
|  | **WELSH** | | | **ENGLISH** | | | | |
|  | Understanding | Spoken | Literacy | Understanding | Spoken | | Literacy | |
| Fluent |  |  |  |  |  | |  | |
| Intermediate |  |  |  |  |  | |  | |
| Basic |  |  |  |  |  | |  | |
| None |  |  |  |  |  | |  | |

|  |  |
| --- | --- |
| **Driving** | |
| Do you have a full current driving license? |  |
| Is the driving license clean? If not, how many points? |  |
| Do you have the use of a car? |  |