**APPLICATION FORM** 

|  |  |
| --- | --- |
| Position applied for: |   |
| Closing date:  |  |
| Where did you see this position advertised? |  |

**1. Personal details**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Known as |  |
| Current addressPostcode |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| Mobile number |  |
| Email address |  |
| N.I. Number |  |

**2. Employment details**

|  |  |  |
| --- | --- | --- |
| Current or most recent job title | Date started |  |
|  | Salary |  |
| Name and address of present employer |
|  |
| Period of notice required |  |
| Duties and responsibilities |
|  |
| Reason for wishing to leave |
|  |

|  |
| --- |
| Previous employment |
| Dates (from-to) | Employer | Job title | Salary | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Education and training**

|  |  |  |
| --- | --- | --- |
| Secondary education | Dates attended  | Qualifications/grades |
|  |  |  |
| Further/higher education | Dates attended | Qualifications/grades |
|  |  |  |
| Other relevant training, professional qualifications or work related skills (for example languages, shorthand etc) |
|  |
| Are you undertaking any course of study at present? (if so please give details) |
|  |
| Do you have membership of any professional bodies? (if so please give details, including any offices held) |
|  |
| Describe briefly your hobbies and interests |
|  |

**4. Response to the person specification**

Please ensure that the details recorded are relevant to the person specification and job description for the post

|  |
| --- |
| Qualifications and experience |
|  |
| Knowledge skills and personal qualities |
|  |
| Key achievements (work and non work related) |
|  |
| Please state why you are applying for this post |
|  |

**5. Other details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a work permit to work in the UK? | Yes |  | No |  |
| Do you have a full driving licence? | Yes  |  | No |  |
| Do you have use of a car? | Yes |  | No |  |
| Play Wales welcomes applications from people who have any condition that falls within the Equality act 2010 |
| Do you have a condition that falls within the Equality act 2010? If yes please give details including any support you feel you may benefit from in undertaking this role: |
|  |
| Please also advise what support, if any, you may to attend an interview: |
|  |

|  |
| --- |
| Because of the nature of Play Wales’ work all staff should undertake a Disclosure and Barring Scheme check. Please note declaration of a criminal offence will not necessarily bar you from employment with Play Wales, but failure to declare a conviction spent or unspent will: |
| Have you ever been convicted of a criminal offence? If yes please give details: | Yes  |  | No |  |
|  |

**6. References**

Please give full details of two referees who we can approach in support of your application. The first should be your current or most recent line manager in your current/most recent employment.

|  |  |
| --- | --- |
| 1. Name | 2. Name |
|  |  |
| Position | Position |
|  |  |
| Address | Address |
|  |  |
| Telephone number | Telephone number |
| Can we contact prior to any job offer?Yes/No | Can we contact prior to any job offer? Yes/No |
| email: | email: |

**7. Data protection**

|  |
| --- |
| We comply with all aspects of the UK’s data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK’s own legislation, including the Data Protection Act 2018.The information provided by you on this form as an applicant will be stored either on paper records or a computer system and will be processed solely in connection with recruitment. Individuals have, on written request (the right of access to personal data held about them. Your data will be retained only for as long as is permitted by this legislation and then destroyed.DeclarationBy submitting your personal data and application, you:* declare that you have read, understood and accepted the statements set out in this data protection clause: are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal
* are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described
* and are authorising Play Wales to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Signed: Date:  |