# *PRIVATE AND CONFIDENTIAL*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Reference Number: | | KH | Applicant Reference Number:  **Please leave blank** | | |  |
|  |  | | |
| Position applied for | |  | | | | |
|  | | | | |
| How did you hear of this vacancy? | | | | | | |

#### PERSONAL PARTICULARS

|  |  |
| --- | --- |
| Full Name: Ms/Mrs/Miss |  |
| Address: | Contact details:  Mobile:  Home:  Business:  Email: |
| Are there any restrictions regarding your employment?  E.g. do you require a Work Permit? | Yes\*/No  If you answer Yes please supply details |
| N.I. Number: |  |

**EDUCATION AND QUALIFICATIONS** Please give details of examinations attempted and results (including any examinations failed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Names and Addresses | Dates | | Subject/Courses | Examination Result/ |
| of Schools/Colleges |  |  | Studied & Level | Grade (include any |
|  | From | To |  | examinations failed) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**DETAILS OF TRAINING ATTENDED-** Please give details of membership of professional institutions and relevant training courses. (Please include professional registration numbers if appropriate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Organisation | Accredited by  (if applicable) | Level | Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CURRENT EMPLOYMENT** Please give details of your current employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address  of Employer | Job Title | Date appointed | Salary | Notice period |
| Main duties – Please give details of your main duties: | | | | |
|  | | | | |

**EMPLOYMENT HISTORY** Please detail your previous employment beginning with

your present or last employer and work backwards.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names and Addresses | Dates | | Position Held/ Main Duties | Starting/ Leaving Salary | Reason for Leaving |
| of Employers | From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SUPPLEMENTARY INFORMATION**

|  |  |  |
| --- | --- | --- |
| Are you in good health? | Yes  No | If No, give details: |
| How many days sickness absence have you had in the last two years? |  |  |

**LANGUAGE SKILLS**

|  |  |  |
| --- | --- | --- |
| Please tick | Written | Spoken |
| **English** |  |  |
| **Welsh** |  |  |
| **Other (please indicate)** |  |  |

|  |
| --- |
| 1. Why are you interested in the post? 2. The skills and experiences relating to the post that you will bring to the organisation. 3. An outline of your understanding of domestic abuse and the issues that arise for adults and children.   Please continue on a separate sheet if necessary |

**SUPPORTING EVIDENCE**

Please use this space to outline how you feel you meet the criteria outlined in the **Person Specification and job description.**

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders Legislation)  If Yes, please provide preliminary details, including all relevant dates: | Yes/No |
| Depending on the nature of the vacancy for which you are applying, employment will be subject to receipt of a satisfactory disclosure from the Disclosing and Barring Service. Information received will be treated in the strictest confidence and will generally be retained by the Organisation for a period of 6 months. A criminal record will not necessarily be a bar to obtaining employment with the Organisation. | |

|  |  |
| --- | --- |
| Do you have a current full driving licence?  (Please list any current endorsements)  Do you have access to a car? | Yes/No  Yes / No |
| Are you willing to work overtime and weekends and participate in the provision of on call when required? | Yes/No |
| We will require two references, one of which **must** be from your  current/most recent employer. (Referees will only be approached on appointment of post)  **REFEREES**  1……………………………………. ………… 2……………………………………………  ………………………………………………… …………………………………………….  …………………………………………………. …………………………………………….  Tel:…………………………………................ Tel: ………………………………………..  Email:…………………………………………. Email:…………………………………… |  |

|  |
| --- |
| **DECLARATION OF APPLICANT**  I confirm that the above information is correct.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.  Signed …................................................................……… Date ….................................... |