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Head Office: Bradbury House, Park Buildings, Pontypool, NP4 6JH

**APPLICATION FOR EMPLOYMENT**

**Please complete in black ink or type. If you would like assistance completing the form please telephone 01495 763650 and ask to speak to Sharon Beckett or Angela Knowles. If you would like the form in a different format such as Braille, Welsh, audio etc., please give us a call and arrange.**

**1. Personal details**

|  |  |
| --- | --- |
| **Forename(s) or given name**  |       |
| **Surname**  |       |
| **Position for which you are applying**  |       |
| **Location**  |       |
| **Home address**  |       |
| **Postcode** |       |
| **Email address** |       |
| **Telephone (home) Daytime/work** |       |
| **May we use your daytime/work telephone number (with discretion)?**  | Yes | [ ]  | No | [ ]  |

**2 Education**

**General education (schools from age 11)**

|  |  |  |
| --- | --- | --- |
| **Name and address** **of school** | **From/to** | **Qualifications obtained****(level and grade)** |
|       |       |       |

**Further/higher education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address****of college/university** | **From/to** | **Full/part****time** | **Qualifications****obtained** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**3 Training and development**

 Please give details of any training courses attended which are of

 relevance to your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title**  | **From/to** | **Course provider** | **Summary of content** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**4 Membership of technical or professional bodies**

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| --- |
|       |

**5 Present and previous occupations**

Please give details of your occupation(s) starting with the most recent. If this will be your first post after leaving education or returning after a period away, any voluntary experience that might be relevant is welcome instead.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer's name****and address****(please start with****current/most recent)** | **From****(month/year)****to****(month/year)** | **Position held including****a brief description of****duties and final salary** | **Reason for****leaving** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Please add rows if necessary.

**6 Meeting the Job Description Requirements**

Please use the space below to explain how you meet the specifications in the job description and to give us any further information about yourself that you think is relevant to this application.

You can expand the space as much as you like or may attach a separate sheet but please indication below if you have done so.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

**7 Have you ever been convicted of a criminal offence?**

 (Declaration subject to the rehabilitation of Offenders Act 1974)

If your answer is YES, please give details of date(s), of offence(s) and sentence(s) passed, which are not spent.

|  |
| --- |
|       |

**Staff employed will be subject to an enhanced DBS (Criminal Records Bureau check). However we have a policy that does not exclude people on this basis, but we will expect to discuss with you in the event that you are offered a post.**

**Please confirm agreement to undertake this if an offer**

**of employment is made.**

|  |  |
| --- | --- |
| **Yes** [ ]  | **No** [ ]  |

**Agreed**

**8 References**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate.

Referees will not be contacted without your prior permission and will not be contacted until you have been made a formal offer of employment.

**1**

|  |  |
| --- | --- |
| Name  |       |
| Position  |       |
| Address  |       |
| Telephone number  |       |
| What is your connection with this referee?  |       |
|  |  |  |

**2**

|  |  |
| --- | --- |
| Name  |       |
| Position  |       |
| Address  |       |
| Telephone number  |       |
| What is your connection with this referee?  |       |
|  |  |  |

**9 If selected, when would you be available to take up employment?**

|  |
| --- |
|       |

The Asylum and Immigration Act makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before employment.

**10 Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal without notice.

|  |  |  |
| --- | --- | --- |
| Signed  |  | Date  |

 **Once completed, please print and return this form to:**

 **HR Dept**

 Sight Cymru

 Bradbury House

Park Buildings

Pontypool

NP4 6JH

Or email to postman@sightcymru.org.uk

01495 763650

e:postman@sightcymru.org.uk

w:sightcymru.org.uk

Sight Cymru, a charitable incorporated organisation, registered charity number 1171471