



sight cymru

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 Babin Molik. 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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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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 indicate below if you have done so.

7 Have you ever been convicted of a criminal offence?

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(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.

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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.

Agreed

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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	
Email	
What is your connection with this referee?	

2

Name	
Position	
Address	
Telephone number	
Email	

What is your connection with this referee?

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

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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
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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