Application Form

This application is divided into 4 sections:

1. Personal Details
2. Application Section
3. Disability and Reasonable adjustments
4. Equal opportunities monitoring form (separate document)

The short listing and interview panel will only see Section 2, Application Section, to assess your suitability for this vacancy. Section 3 – reasonable adjustments will only be seen once candidates have been shortlisted. Section 4 – Equal opportunities monitoring form may only be used by shortlisting panel with candidates consent, [as per our positive action process](https://taipawbcardiff.sharepoint.com/:w:/s/Work/EcV_9iQ8E9tNih5TO2ENRygBV9IK96zF3MejTzXegggm-Q?e=yeccL9) It is important that you read and complete all sections carefully, giving all relevant information.

You may use black ink or type your application.

Return of Application Form

Email your completed application form to [andrea@taipawb.org](mailto:andrea@taipawb.org) marking your email as Job Application - ‘private and confidential’

It is your responsibility to ensure that your application form reaches Tai Pawb.

If you are invited for an interview, you will be required to sign a declaration to say that you completed the application form, giving true and accurate information. The giving of false information could lead to the termination of your employment at a later date.

We wish you well in completing this application form and look forward to receiving your information.

Section 1 – Personal Details

This section will not be seen by the Shortlisting and Interview Panel

Reference Number (For Office Use Only) …………………………….

Post you are applying for:

Name

|  |  |
| --- | --- |
| Pronouns |  |
| First & Middle Names |  |
| Second Name |  |

Contact Details

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |
| Preferred contact number |  |
| Email |  |

Where did you see this vacancy advertised?

|  |
| --- |
|  |

Notice Period

|  |  |
| --- | --- |
| What is the period of notice required by your employer? |  |
| If you are not employed, how soon could you start with Tai Pawb if you are offered the post? |  |

References

Please give contact details for two people to provide a reference, one of which should be your current or most recent employer, or head teacher/supervisor if you are a school/university leaver.

Tai Pawb reserves the right to contact any previous employer.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Relationship |  |
| Telephone No. |  |
| Email |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Relationship |  |
| Telephone No. |  |
| Email |  |

If either referee knows you by a different second name please provide details below:

|  |
| --- |
|  |

Normally, references will only be taken up if a provisional offer of employment is made. However, please tick this box if you do not want us to contact your referee unless we offer you employment

Are you related to, or do you have, a professional or personal connection with any employee or board member of Tai Pawb?

Yes  No

If yes, please give details:

|  |
| --- |
|  |

Section 2 – Application Section

This section will be seen by the Shortlisting and Interview Panel

Qualifications

Please list your qualifications below, including any that were obtained outside of the U.K.

Please list your most recently obtained qualification first.

|  |  |  |
| --- | --- | --- |
| Schools, colleges, universities attended – including part time  (include dates ‘from’ and ‘to’, with most recent date first) | Qualifications gained or  pending  (state subject and level) | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Membership of Professional Bodies

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Body | Grade of Membership | Whether by Exam | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Present/Most Recent Employer

|  |  |
| --- | --- |
| Employer & Job Title |  |
| Start Date |  |
| End Date (if applicable) |  |
| Reason for seeking new employment |  |
| Salary |  |
| Key Duties: | |

Previous Employment

Please list most previous employment first.

Please add extra sections and continue on another sheet if necessary.

|  |  |
| --- | --- |
| Employer & Job Title |  |
| Start Date |  |
| End Date |  |
| Reason for Leaving |  |
| Key Duties: | |
| Employer & Job Title |  |
| Start Date |  |
| End Date |  |
| Reason for Leaving |  |
| Key Duties: | |
| Employer & Job Title |  |
| Start Date |  |
| End Date |  |
| Reason for Leaving |  |
| Key Duties: | |

Other Relevant Information and Experience

Use this section to demonstrate how your knowledge, experience, and skills align with the essential and desirable requirements outlined in the person specification and job description.

Provide specific examples to illustrate your competencies and how they relate to the role.

Include any relevant experience or skills gained outside paid employment, which can include lived experience. For example, you may organise activities within the community or have considerable responsibilities at home.

Please continue on a separate sheet, if necessary.

|  |
| --- |
|  |

Travel

There will be times when you will be required to travel, including overnight stays. Are you willing to travel?

Yes  No

Right to work

Do you have a right to work in the UK?

Yes  No

If you are subject to immigration control please provide more details here:

|  |
| --- |
|  |

Privacy

The information that you have provided on this form is subject to the General Data Protection Regulations. It will be held by Tai Pawb for recruitment purposes.

Please see [Privacy Notice](https://taipawbcardiff.sharepoint.com/:w:/s/Work/EaPvZ6bJWIBEqZj2JE4buiEBS1Xj84j5EtVGrqdLuBBAWg?e=GTKGsh) for more information.

Tai Pawb reserves the right to disqualify your application or terminate your employment without notice in the event that it is discovered that this form is not accurately completed in some material way.

Section 3 – Disability and reasonable adjustments

This section will only be seen once candidates have been shortlisted for an interview to enable us to meet candidate’s requirements..

Tai Pawb welcomes applications from disabled people. We are committed to providing a person-centered, inclusive and accessible recruitment process and will make reasonable adjustments to support candidates at every stage.

Disabled candidates shortlisted for Stage 1 (Assessment Centre) can opt not to take part and proceed straight to Stage 2 interview. If you are shortlisted, we will ask you whether you wish to proceed straight to Stage 2.

If you require any adjustments to the interview arrangements, please provide details below or contact Tai Pawb on 029 2021 057957 or [info@taipawb.org](mailto:info@taipawb.org)

|  |
| --- |
|  |

Section 4 – Equal Opportunities Monitoring Form

This is a separate form. Please complete it separately. It will not normally be shown to the recruitment panel unless candidates consent, [as per our positive action process.](https://taipawbcardiff.sharepoint.com/:w:/s/Work/EcV_9iQ8E9tNih5TO2ENRygBV9IK96zF3MejTzXegggm-Q?e=yeccL9)

Thank you