Application Form

This application is divided into 3 sections:

1. Personal Details
2. Application Section
3. Equal Opportunities

The short listing and interview panel will only see Section 2, Application Section, to assess your suitability for this vacancy. 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

You may email your application form or post it to us at andrea@taipawb.org. 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. Please send this application:

By Post

Tai Pawb

Norbury House

Norbury Road

Cardiff, CF5 3AS

Please mark ‘Private and Confidential’ on the envelope

E- Mail

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.

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

Surname:

First & Middle Names:

Contact Details

Address:

Postcode:

Telephone Numbers

Home Mobile

Work Tel. 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.

1. Name

Position

Address

Relationship

Telephone No. Email

1. Name

Position

Address

Relationship

Telephone No. Email

If either referee knows you by a different surname 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?

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 orpending(state subject and level) | Grade |
|  |   |  |

 Membership of Professional Bodies

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

Present/Most Recent Employer

Name & Address

Your Job Title

Start Date Finish Date

Brief Description of Duties & Responsibilities

Salary

Reason for seeking new employment:

Previous Employment (please list most previous employment first. Continue on another sheet if necessary and attach it to your application)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | End Date | Employer &Job Title | Key Duties | Reason forLeaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Other Relevant Information and Experience

Please use this section to show how your knowledge, experience and competencies match the requirements set out in the person specification and job description.

Include any relevant experience or skills gained outside paid employment. 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

Do you have a current, valid driving licence?

 Full Provisional No Licence

Do you own a car?

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 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 – Equal Opportunities

Please complete the Equal Opportunities monitoring form separately. It will not be shown to the recruitment panel.

Tai Pawb welcomes applications from disabled people. If you require any adjustments to the interview/selection arrangements, please provide details below or contact Tai Pawb on 029 2053 7630.