

**Human Resources Department
Principality House
r/o 31 Taff Street
Pontypridd CF37 4TR**

Private and Confidential

APPLICATION FOR EMPLOYMENT

Please write in **block letters**, using **black ink**, or type.
Where necessary continue your answers on a separate sheet of paper.

For which post are you applying?

How did you learn of this vacancy?

Surname:

Forenames:

Address:

Postcode:

Telephone: Home:

Work:

Name and full address of present or most recent employer:

Telephone:

Current post title and brief description of duties:

Date appointed:

Current Salary:

Period of notice required by present employer:

Personal Referees: [Please provide two personal referees. One should be your present or most recent employer. Do not include members of your family.]

Current Employer

1. Name:

Address:

Postcode:

Telephone:

The capacity in which you are known to this person:

The length of time they have known you:

2. Name:

Address:

Postcode:

Telephone:

The capacity in which you are known to this person:

The length of time they have known you:

May referees be approached prior to interview?

YES/NO

Education:

Subjects	Level	Grade

Further Education or Professional Qualification:

Course	Qualification Gained	Grade/Class

Employment History:

Please start with your most recent employer and finish with your first employer, including part time, unpaid work and any break in your employment. Please continue on an additional sheet if necessary.

Age Concern Morgannwg requires references to be supplied from all previous employers in the Health Care Sector and reserves the right to contact any previous employer.

Date From-To	Name and Address of employer	Wage Per Annum	Position	Reason for leaving.

Please state any public services or duties:

Do you hold a current full driving licence? YES/NO

Do you have use of a vehicle? YES/NO

Experience and Skills:

Please state any experience or skills gained from either paid or unpaid work that will meet the requirements for the applied post. [Please continue on to separate sheet of paper if necessary.]

Please state why you are interested in applying for this post.

To your knowledge, are you of any relation to any member of employment or any executive member of Age Concern Morgannwg?

If so please give details:

Supplementary Information

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambition, which makes you suitable for a post in this field. [Please attach any additional information sheets to this sector if necessary.]

Disability

Have you any disability/disabilities that will require the provision of specific facilities at interview or at work? Please give details.

[The word disability includes people with obvious disability and those with invisible disabilities or persistent health problems]

Health

Please state the number of days that you have been absent from work during the last 12 months.

Rehabilitation of Offenders Act

If the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 you will be required to complete an enhanced criminal bureau disclosure form before appointment.

Data Protection

The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights.

Except to the extent we are required or permitted by law, the information, which you provide in this application form, and any other information obtained or provided during the course of your application (“the Information”) will be solely used for the purposes of assessing your application.

If your application was unsuccessful or you choose not to accept any offer of employment we make, the Information will not be held for any longer than necessary, which will not exceed six months, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunities monitoring. If your application is successful, the Information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, we would be grateful if you would sign the consent section below.

I CONSENT TO THE USE OF MY PERSONAL INFORMATION FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signature: _____ **Date:** _____

Applicant's declaration and signature

I confirm that the information given on this application is, to the best of my knowledge, true and complete. I understand that:

- a) any false statement may be sufficient cause of rejection, if employed, dismissal.
- b) canvassing in any form will be deemed to be a disqualification for the appointment.
- c) if appointed, I will not be permitted to smoke in any part of the Organisation's offices, at any time.
- d) if appointed, I will inform my line manager / personnel department of any changes in my health which may affect my employment with the Organisation.

Signature: _____ **Date:** _____

**EMPLOYMENT OF EX OFFENDERS &
REHABILITATION OF OFFENDERS ACT**

Please answer the following question:

Have you ever been convicted of a criminal offence?

Delete as applicable: **YES/NO**

Signed

Dated

If you have been convicted of a criminal offence, please enclose details in a sealed envelope with a stamped addressed envelope. This will be returned to you unopened in the event that you are not considered for appointment to the post.

Age Concern Morgannwg Ltd is of the opinion that the above post is exempt from the Rehabilitation of Offenders Act and that applicants are required to declare any relevant past criminal convictions. Age Concern Morgannwg Ltd recognises that it has a duty to vulnerable elderly people to take account of offences that may have a direct bearing on a candidate's suitability for this post.

Age Concern Morgannwg Ltd only requires of candidates details of spent convictions that fall within the following relevant categories.

- a) Offences of a sexual nature;
- b) Offences involving minors under the age of 18;
- c) Drug trafficking;
- d) Theft, burglary, fraud or similar offences which occurred within the previous 5 years and where the conviction is not yet spent under the terms of the Rehabilitation of Offenders Act;
- e) Offences which involve the use of threat or violence

All information supplied by candidates will be treated in strict confidence. Where a candidate has a conviction which falls within one of the above categories we reserve the right to make further enquiries before reaching a decision on her or his application.

All candidates will be entitled to expect confidentiality supplied at the time of the application about past convictions and any unauthorised disclosure of this information or related discrimination will be treated as a very serious matter by Age Concern Management.