



Learning Disability Wales
Anabledd Dysgu Cymru

Job Application Form

Job title:

1.

Personal Information

To make sure our process is fair this information is taken off your application before short listing.

First Name:

Surname:

Preferred pronouns:

He / His

She / Her

Them / They

Other:

Address and postcode:

Contact details:

Mobile:

Home:

Work:

E-mail Address:

2.

Asylum and Immigration Act 1996

Are there any rules about you having a job in the UK?

Please explain :

3. Rehabilitation of Offenders Act 1974 (exception) Order 1975

Do you have a criminal conviction that is not spent?

Yes No

If yes, please give details and dates here or on a separate sheet marked confidential.

4. References – Please give us details of 2 referees

A referee is someone who knows you well and can tell us if you are suitable for this job.

Referee 1 should be your current or most recent employer.

Referee 1		Referee 2	
Employer Name:		Name:	
Business Address:		Address:	
Job Title:		Job Title:	
Relationship to you:		Relationship to you:	
Phone Number:		Phone Number:	
Email Address:		Email Address:	

Can we contact these referees before interview?

Referee 1

Yes

No

Referee 2

Yes

No

5.

Please sign and date your form

I promise that the information I have given in Part 1 and 2 of this application is true and correct.

I accept that if any of the information I put on this application is found to be untrue I could lose my job straight away.

Please sign to accept and to tell us that we can use the information as long as we follow the Data Protection Act 2018.

Sign

Date

Part 2 - Application

Job title:

1.

Education, Qualifications and Training

List all of your qualifications including exams you passed at secondary school, college and university. Also any relevant training courses attended or membership to professional bodies.

2.

Do you have a job now?

Yes

No (If no please go to question 3)

Job title:

Date started:

Tell us about
your
responsibilities

What is your current annual salary?

How much notice do you have to
give if you want to leave your job?

Your Current Employer

Employer's Name:

Employer's Address
and Postcode:

Contact details:

Phone

Email

4.

Knowledge, Experience, Skills and Abilities

First, tell us about your skills and experiences in relation to all the **essential criteria** in the person specification for the job you are applying for.

Second, tell us about your skills and experiences in relation to all the **desirable criteria** in the person specification for the job you are applying for.

Please use additional sheets as necessary.

5.

More about you

Tell us about any hobbies, interests or work experience that are relevant to the post.

Thank you for your interest in Learning Disability Wales.

Please post your completed application to:

Recruitment
Human Resources & Governance Manager
Learning Disability Wales
41 Lambourne Crescent
Cardiff Business Park
Llanishen
Cardiff
CF14 5GG