



Application Form

Job Title

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Nationality Eligibility

Are you a citizen of the United Kingdom, a British Protected Person, a Commonwealth citizen or a citizen of the EEA (European Economic Area)?	Yes	No
Only citizens of the United Kingdom, British Protected Persons, Commonwealth citizens or citizens of the EEA (European Economic Area) are eligible to apply.		

Data Protection

The information you give on this form is covered by the Data Protection Act 1998 and will only be used for recruitment purposes. If you are appointed, this information will form part of your permanent employment record. If you are not appointed, we will keep your information securely for 12 months after which it will be destroyed.

Equal Opportunities

We are an equal opportunities employer; we are committed to promoting equality and diversity through our employment policies and practices. We believe that everyone should have the same opportunities for employment and promotion, based on their abilities, qualifications and suitability for the job. No applicant will receive less favourable treatment because of their race, age, sex, sexual orientation, gender reassignment, marital status, disability, religion or belief, pregnancy or caring responsibilities. Nor should anybody be disadvantaged because of conditions or requirements which cannot be shown to be justified.

As users of the Disability Confident Scheme, we will interview all disabled applicants who meet the minimum criteria for the post.



Disability Declaration

I have a disability and would like to be given an interview under your commitment to the Disability Confident Scheme.	Yes	No
Do you require any assistance or special equipment if invited to attend an interview?	Yes	No
If 'Yes', please give details:		

Please type or complete this form in black ink

1. Personal Details	
Mr Mrs Miss Ms Dr Other	
Title (tick the correct box): Please State:	
Surname:	First names (in full):
Address and postcode:	
Daytime telephone number:	Evening telephone number:
E-mail address:	
National Insurance Number:	

2. Birth and Nationality	
Present nationality:	Nationality at birth:
Have you ever been a citizen of any country other than the UK?	Yes No
If 'Yes', please give details:	
Are you a legal resident in the United Kingdom?	Yes No
Are you under immigration control?	Yes No
If 'Yes', please give details:	
Are there any restrictions on you continuing to live in the UK?	Yes No
If 'Yes', please give details:	
If you are appointed, documentary evidence will be sought to confirm your answers.	

3. Education and Qualifications		
Please give details of all qualifications relevant to the role (most recent first) with levels and grades obtained, including class and division for degree courses (if applicable).		
Qualification and Grade	School, College, University	Dates From/To
If you are appointed, documentary evidence will be sought to confirm your answers.		

4. Relevant Learning and Development
Please provide information on the learning and development you have undertaken (most recent first) that is relevant to this application, including membership of professional organisations. Please use a continuation sheet if necessary.

5. Present or Most Recent Employment		
Employer:		
Address:		
Position held:		
Date appointed:		
Date left (if appropriate):		
Salary and benefits:		
Reason for leaving or wanting to leave:		
Period of notice required:		
Brief description of main duties and responsibilities:		
Are you currently employed by the Civil Service?	Yes	No
If 'No', have you previously been a Civil Servant?	Yes	No
Have you ever been a member of the Principal Civil Service Pension Scheme (PCSPS)?	Yes	No

6. Previous Employment		
Please list all previous employment (most recent first) including any unpaid or voluntary work, and give reasons for any gaps in employment.		
Employer	Position and Responsibilities	Dates From/To

Have any of the above resulted in the termination of your employment by your employer?		Yes No
If 'Yes', please give reasons:		

7. Language Skills

Please tell us about your level of ability in Welsh:

Reading/Understanding:	Listening/Speaking:	Writing:
Full understanding	Fluent/confident	Proficient
Most material	In most situations	Prepare written work
Routine material	With some hesitancy	Draft routine text
Simple material	Answer simple queries	Answer simple queries
Basic words/phrases	Basic greetings	Write basic messages
None	None	None

Please tell us about your level of ability in English:

Reading/Understanding:	Listening/Speaking:	Writing:
Full understanding	Fluent/confident	Proficient
Most material	In most situations	Prepare written work
Routine material	With some hesitancy	Draft routine text
Simple material	Answer simple queries	Answer simple queries
Basic words/phrases	Basic greetings	Write basic messages
None	None	None

What is your preferred language for interview?	Welsh	English
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Your interview will be in your preferred language. If you have chosen Welsh as your preferred language, on some occasions we may have to provide simultaneous translation from Welsh into English. However, whatever your preference, your abilities in Welsh and English may be tested depending on the specific language requirements for the post.

8. Core Skills and Job Specific Criteria

Please outline below how you match the key skills and job-specific criteria as outlined in the job description. You should provide specific examples of experience and achievements that provide as much detail as possible so that the panel can take an accurate view of your competence in these areas.

Please provide your evidence in the order listed in the Person Specification, starting with the essential criteria. Follow this with evidence for the desirable criteria where applicable. As a general guide we would expect no more than 200-300 words per criterion. Please use a continuation sheet if

necessary.

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9. References

Please give the names of two referees, one of whom must be your current or most recent employer. If you have just left school or college and have no previous work experience, please make sure that at least one of your referees is one of your teachers or lecturers, or your head teacher or personal tutor.
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Reference 1

Name:	
Job title:	
Address:	
E-mail address:	
Contact number:	
Relationship to applicant:	

Reference 2

Name:	
Job title:	
Address:	
E-mail address:	
Contact number:	
Relationship to applicant:	

Please make sure that the contact information you have supplied for your referees is up to date.
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10. Declaration

The information I have given in this application is true and accurate to the best of my knowledge.
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Signature:	
Date:	

For email submissions please tick the box to confirm the above statement.	Confirm
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To help us monitor our advertising policy please indicate where you originally learnt of this vacancy
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Please return this application via email to sue.billingsley@rcahmw.gov.uk or send a hard copy to:

The Human Resources Manager
RCAHMW
Ffordd Penglais
Aberystwyth
Ceredigion
SY23 3BU

You must be able to:

- Satisfy basic eligibility criteria/certain conditions of employment and
- Provide appropriate documentation to verify your ID, nationality, employment, academic history and criminal record (unspent convictions only).

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence. If you are appointed using information that is subsequently found to be incomplete or false, then you could face disciplinary action resulting in dismissal.

Please do not send a CV. We only consider completed application forms.

Canvassing is prohibited.

Vacancies close at 17.00 on the closing date. No applications will be accepted after this time.