



Application for the post of:		(This form is also available in Welsh)
		Post Reference
PLEASE DO NOT SUBMIT A CV <small>Please complete in black ink or type</small>	<small>CLOSING DATE :</small>	

Personal Details			
Surname _____	Initials _____	NI Number _____	
Address _____		Post Code _____	
Contact details:	Work _____	Home _____	
	Mobile _____	Email _____	

Education, Training and Qualifications – from age 11 upwards		
School/college (name and address)	Qualification	Grade
<small>Continue on a separate sheet if necessary</small>		

Professional Bodies		
Association/Institution	Grade	Registration No
Registration Number of professional body: _____		

- Do you have a valid full driving licence? Yes No Categories _____
- Have you access to a car/motorcycle? Yes No Type of vehicle: _____
- For posts requiring access to a vehicle, please state number of endorsements (if any): _____

- If you are related to any councillor or senior officer of the Council, please state their name, what the relationship is and advise the councillor/officer of this application: _____
- What notice are you required to give your current employer? _____
- Please give details of any times when you are unavailable for interview: _____
- Please state where you saw this post advertised: _____

Supporting Information

This section must be completed as it is used for shortlisting. **Please relate your answers to the advertisement, job description and person specification.** Where a person specification has been supplied please use the headings to provide details of your knowledge skills and experience. You will need to provide examples of your statements – for example, what makes you a good team player or communicator.

Experience

(If you are applying for a tutor's post, please advise what subject(s) you teach.)

Knowledge

Skills and aptitudes

Attitude/motivation

Special circumstances/equal opportunities

Other

Continue on a separate sheet if necessary

References

Please provide details of **two** references as part of your application. One must be from your current/most recent employer/tutor where applicable.

Current/Most Recent Employer	Other Professional	Personal Reference
Name _____	Name _____	Name _____
Job Title _____	Job Title _____	Job Title _____
Address _____ _____	Address _____ _____	Address _____ _____
Tel _____	Tel _____	Tel _____
e-mail _____	e-mail _____	e-mail _____
May we contact before interview? Yes <input type="checkbox"/> <input type="checkbox"/> No	May we contact before interview? Yes <input type="checkbox"/> <input type="checkbox"/> No	May we contact before interview? Yes <input type="checkbox"/> <input type="checkbox"/> No

For some positions verbal references are also required and anything written on this application form, or stated in the interview, may be verified from previous employers.

Availability Please state times when you are unavailable for work.

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Work Permits

Do you require a work permit to work in this country?	Yes <input type="checkbox"/>	<input type="checkbox"/>	No
If yes please provide details, including type of permit and expiry date			

Unspent Convictions

Do you have any unspent convictions?	Yes <input type="checkbox"/>	<input type="checkbox"/>	No	Date of convictions?
Detail of conviction:				
Positions requiring access to Government Secure Intranet will require a Baseline Security Check				

Rehabilitation of Offenders Act 1974

Positions involving working with children and vulnerable adults are exempt from the above act and require a Criminal Records Bureau (CRB) check. This will be indicated in the advert. If you are applying for a position requiring a CRB check you must complete the following:

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any pending charges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered yes to the above please provide details of the offence using the formal name of the charge, the date occurred and the sentence of the court.		

Job Evaluation (Single Status employees only)

If you are currently employed by the Vale of Glamorgan Council, please indicate if you are in receipt of a Hardship payment, which is payable to you under the arrangements of Job Evaluation/Single Status.

Yes No

Data Protection

All applications are held for six months. If you are unsuccessful for this post, would you be happy to be contacted should a similar position become available within the next six months?

Yes No

Declaration

I understand the importance of the information provided and certify that what I have given is true and correct. I understand that providing false information may lead to immediate termination of employment.

if I am applying for a post requiring registration with the Criminal Records Bureau and/or a Government Secure Intranet check, I give my permission for the Vale of Glamorgan Council to contact the appropriate body/bodies and supply appropriate documents as required by the scheme providers.

Signed _____

Date _____

EQUAL OPPORTUNITIES MONITORING FORM

The Vale of Glamorgan Council is committed to achieving equality of opportunity. Please complete this form to help us to achieve this aim. It is removed from your application before shortlisting and is not seen by the interviewing panel or service managers.

Personal Details

Title _____	Surname _____	First Name(s) _____
Any previous names or surnames _____		Date to _____
Post applied for _____		Post Ref _____
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth _____	Marital/Partnership Status _____	

Ethnic Background

a) White

British English Scottish Welsh Irish Other White Background
 Please specify _____

b) Mixed

White & Black Caribbean White & Black African White & Asian Any other Mixed background, please specify

c) Asian (includes Asian British, Asian English, Asian Scottish and Asian Welsh)

Indian Pakistani Bangladeshi Any other Asian background, please specify

d) Black (includes Black British, Black English, Black Scottish and Black Welsh)

Caribbean African Any other Black background, please specify

e) Chinese (includes Chinese British, Chinese English, Chinese Scottish and Chinese Welsh) or other backgrounds

Chinese Any other background, please specify

Disability

Do you have a physical or mental impairment within the criteria of the Disability Discrimination Act, which has a substantial long term adverse effect on your ability to carry out normal day to day activities?

Yes No

If yes, please give details below along with any adaptations that you would require to carry out the role for which you are applying

Welsh Language

Please describe your Welsh language abilities by ticking the relevant box(es) below:

	Understand	Speak	Read	Write
None				
Basic				
Competent				
Good				
Fluent				

Additional information for candidates who require CRB Disclosure and are exempt from the Rehabilitation of Offenders Act (e.g. Posts working with vulnerable adults and children).

Declaration of Criminal Record

Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at interview if you are shortlisted for the post. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you have any concerns about filling in the declaration, please contact our Human Resources Department or Nacro Cymru Resettlement Helpline on 0800 619 6229.

The information you provide will be kept confidential and in line with requirements of the Data Protection Act.

Emergency Contact Information

Name		Contact Tel No	
Address		Relationship	

Signed		Dated	
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