

PROFESSIONAL EDUCATION AND TRAINING

Name of Institution	Qualification/Course/Professional Body Membership	Date

PRESENT EMPLOYMENT

(IF CURRENTLY UNEMPLOYED PLEASE GIVE DETAILS OF LAST EMPLOYMENT)

NAME OF EMPLOYER:
ADDRESS:
.....
POST HELD AND BRIEF DESCRIPTION OF DUTIES:
.....
.....
DATE APPOINTED: NOTICE REQUIRED:
CURRENT SALARY:
WHAT ARE YOUR REASONS FOR SEEKING NEW EMPLOYMENT:
.....
.....

PREVIOUS EMPLOYMENT

Employer (most recent first)	Post Held	From / To	Reason for Leaving

HEALTH

DO YOU HAVE ANY SPECIFIC REQUIREMENTS FOR ATTENDING THE INTERVIEW?	YES / NO
If 'Yes', please provide further details:.....	

DRIVING LICENCE

DO YOU HAVE A FULL CURRENT DRIVING LICENCE?	YES / NO
DOES YOUR POLICY COVER YOU FOR CASUAL BUSINESS USE?	YES / NO

DO YOU OWN A CAR?	YES / NO
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SUPPLEMENTARY INFORMATION

PLEASE GIVE DATES OF ANY PRE-ARRANGED HOLIDAYS OR UNAVAILABILITY WITHIN THE NEXT MONTH:

DO YOU HAVE ANY VOLUNTARY WORK OR OTHER PUBLIC SERVICE COMMITMENTS?
.....
.....

ARE YOU WILLING TO WORK OVERTIME AND WEEKEND IF REQUIRED?	YES / NO
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WHERE DID YOU SEE THIS JOB ADVERTISED:.....

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE:	YES / NO
If 'YES' please give further information:.....	

Under the Rehabilitation of Offenders Act, (if it applies to the post for which you are applying), you will be asked to declare in writing whether you have been convicted of any offences in a Court of Law and if so to provide details of the offence(s). Failure to disclose such convictions may result in dismissal or disciplinary action by the Company.

DECLARATION OF APPLICANT

1. The information I have given on this form is, to the best of my Knowledge, true and accurate.

2. I have read, or had explained to me, and understand all the questions on the form.

3. I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the UK.

4. I understand that:-
 - If I am appointed, it will be to a specified post, but I may later be liable to serve in any post which is suitable for the grade at any other place of work that the Company may require.

 - Under legislation for the Protection of Freedoms Act (if it applies to the post), if successful, I will be asked to agree to a check being made about the existence and contents of a criminal record by the DBS. I understand that a criminal record will not necessarily debar me from employment with the Company.

 - In accordance with the Data Protection Act / GDPR(2018), any personal details submitted within this application form will be used only for selection and interview purposes and for employment records if successful. Any information provided will be destroyed one year after the post is filled (unsuccessful applicants) and ten years after employment ends (for the successful candidate). During this period it will be stored securely. Any personal data will only be shared with third parties where the Association has a legal obligation to do so or in order for the Association to fulfil its contractual obligations.

Signed:

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Date:

COMPLETED APPLICATIONS SHOULD BE MARKED CONFIDENTIAL AND RETURNED TO:

MIKE BOYLE, AELWYD HOUSING ASSOCIATION LIMITED, 56 RICHMOND ROAD, ROATH, CARDIFF CF24 3ET ON OR BEFORE THE CLOSING DATE STIPULATED.