

Other training, courses and personal development

Name of provider/college	Title of course/training e.g. First Aid at Work	Qualification/Level (if relevant)	Date achieved (dd/mm/yy)

Current or most recent employment

Note: if you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section.

Employer name:		Salary/wage:	
Job Title:			
Employer Address:		Start date:	
		Leave date: (if applicable)	
		Period of Notice:	
Main duties and responsibilities:			
Reason for leaving:			

Previous employment or experience

Start with the most recent and list in chronological order working backwards. Please explain any gaps in your work history since you left education (e.g. unemployment, career break, family, voluntary work, travel etc.)

Dates (mm/yy)		Employer	Job title, duties, responsibilities (include any reasons for gaps here)	Reason for leaving
From	To			

Additional Information:

The information you provide in this section is important in assessing your application. This is the opportunity for you to tell us why we should consider you for the job.

Please use the space to state your reasons for applying for the post and relate your answers to the Key Responsibilities and Personal Skills and Qualities listed in the job advert. Include information such as experience, qualifications, skills and personal qualities. (Please use a separate sheet if required and keep the Additional Information to a maximum of 1500 words.)

Selection requirements

We will make reasonable adjustments to help people with disabilities or specific needs through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know.

Declaration of criminal convictions

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?

Please circle

Yes / No

If yes, please provide details:

Have you ever been barred or restricted from working with children or vulnerable Adults?

Please circle

Yes / No

If yes, please provide details:

Any subsequent offer of employment may be subject to a DBS check (enhanced disclosure) from the Disclosure and Barring Service (DBS) where applicable. This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.

I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment may be subject to the outcome of a DBS check from the DBS and that Pillgwenlly Millennium Trust Ltd will request my authorisation for such a check to be made (where applicable).

Signature**Date****Disclosure of interest**

Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?

Please circle

Yes / No

If yes, please provide details:

The Working Time Regulations (1998) require us to check the hours worked by employees. Would this post be your only employment?

Please circle

Yes / No

If no, please provide details of your other post(s) and the days and hours you work:

Are you related to, or have you formed any relationship (personal, financial or professional) with any current Board Member or employee of Pillgwenlly Millennium Trust Ltd.

Please circle

Yes / No

If yes, please provide details:

Have you ever been the subject of a formal disciplinary procedure?

Yes / No

Have you ever been dismissed from any previous employment due to disciplinary procedure?

Yes / No

If you answer yes to either of these questions, please give details:

References

Please provide two references. Do not use friends or relatives.

Reference 1: Current or most recent employer
(Headteacher or College Tutor if applying for first job)

Reference 2: A reference of your choice

Full Name:		Full Name:	
Job Title:		Job Title:	
Employer:		Employer:	
Address:		Address:	
Post Code:		Post Code:	
Email:		Email:	
Relationship to you:		Relationship to you:	

If you do not wish for the references to be contacted until a provisional offer of employment is made tick this box

How we protect your personal information

We keep on file information from the job application form and any documents you attach. This is required for recruitment and employment monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months.

Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signature (applicant):		Date:	
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Tel No:	

Equal Opportunities Statement

The Pillgwenlly Millennium Trust Ltd will ensure that no job applicant or employee receives less favourable treatment than others on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership, in the fields of employment and training.

Thank you for taking the time and effort to complete this application form.

Please return the application and any supporting documents by email to: admin@pillmill.co.uk

Or via Post: Centre Manager, Pillgwenlly Millennium Trust Ltd, Courtybella Terrace, Newport, NP20 2GH