# **Application for Employment**

Post applying for: **Regional Office Administrator**

We are committed to a policy of equality of opportunity. All applications will be considered as long as this form is completed. Further documentation will only be considered if identified in the job advertisement.

This page will be detached from the remainder of this application form on receipt and will not be seen by the shortlisting panel.

## Section 1 – Personal details and equalities statement

|  |  |
| --- | --- |
| Personal details: | |
| Last name: |  |
| Other names: |  |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |
| Telephone number: |  |
| Email address: |  |

|  |  |
| --- | --- |
| Have you had a DBS check? | Yes  No |
| If yes, is your DBS registered to the DBS porting system (if known)? Yes  No | |
| Have you ever been convicted of a criminal offence or subject of criminal charges? | Yes  No |
| If yes, please provide details:  NB: Offences deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared | |
| Have you been disqualified from working with children? | Yes  No |
| Have you ever been disqualified from keeping foster children, had a child removed from your care or been put on the child protection register? | Yes  No |
| Do you live with anyone who is disqualified from caring for children? | Yes  No |
| Failure to report a child protection concern may mean disciplinary action will be taken (Reg. 17 (1) (b)) | Yes  No |
| Do you suffer from any physical or mental illness which may affect your ability to work with children? | Yes  No |
| **Equalities Statement**  Early Years Wales wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.  The organisation needs your help and co-operation to enable it to do this, **but filling in this part of the form is voluntary**. The information provided will be kept confidential and will only be used for monitoring purposes.  **Sex and gender identity**  What is your sex?  Female  Male  Prefer not to say  Is the gender you identify with the same as your sex registered at birth?  Yes    No  Prefer not to say  If the gender you identify with is not the same as your sex registered at birth, please state:  **Age**  16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  Prefer not to say    **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box  Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say    Black, African, Caribbean or Black British  African  Caribbean  Prefer not to say  Mixed or Multiple ethnic groups  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  White  Welsh  English  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Other ethnic group  Arab  Prefer not to say    Do you consider yourself to have a disability or health condition?  Yes  No  Prefer not to say  What is the effect or impact of your disability or health condition on your work? Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.    **What is your sexual orientation?**  Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided  Prefer not to say  If you prefer to use your own identity, please state:    What is your religion or belief?  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Prefer not to say  If other religion or belief, state:  What is your working pattern?  Full-time  Part-time  Prefer not to say  What is your flexible working arrangement?  None  Flexi-time  Staggered hours  Term-time hours  Annualised hours  Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say  If other, please state    Do you have caring responsibilities? If yes, please tick all that apply  None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person  Secondary carer (another person carries out the main caring role)  Prefer not to say | |

## Section 2: This section forwards will be sent to the panel assessing candidates for this role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/most recent employment:** | | | |
| **Name of employer:** | |  | |
| **Address:** | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Post held:** | |  | |
| **From (month/year):** |  | **To:** | **Present** |
| **Please outline your main duties and reasons for leaving:** | | | |
| **Main duties:** | | | |
| **Reason for leaving:** | | | |

**Past Employment**

Please provide details of all your previous work experience. This can include any unpaid or voluntary work that you may have undertaken. Continue on a separate sheet if necessary. Please account for any gaps between employment (NB, gaps in employment are not negatively marked by the panel).

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: | From: | To: | Post held and brief outline of duties and reasons for leaving: |
|  |  |  |  |

**Qualifications (academic/professional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools, colleges, universities: | From: | To: | Brief details of  courses: | Grade: |
|  |  |  |  |  |

**Details of any relevant training (including any short courses). This can include formal and informal, in-house and external training:**

## Section 3: Skills, experience and expertise

**Additional information:**

Please read the Job Description and Person Specification carefully. Use this section to show us how you meet the Person Specification. Please use examples of relevant experience you have gained which illustrate your skills and abilities. Please remember you can illustrate your skills by referring to experience gained outside employment including any voluntary work unpaid work, community activities or through life experience. (2 sides of A4 maximum)

**References:**

Please give the names and address of **two** referees, one of whom should be your present or last employer. These people will not be contacted unless you are offered the post.

Before a formal offer of appointment is made Early Years Wales will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of educational qualifications and a copy of their birth certificate or other evidence of the right to work in the UK\*.

\*The Asylum and Immigration Act 1996 now makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. To comply with this, Early Years Wales asks prospective employees to produce relevant documentation. Successful applicants must provide relevant documentation before employment commences.

I certify that the information given in this form or accompanying this form is correct.

**Signature:** **Date:**

Please note: the appointment will be subject to receipt of satisfactory references, a DBS check and completion of a six month probationary period.

**Completed application forms should be sent to:**

[**info@earlyyears.wales**](mailto:info@earlyyears.wales) **or** Early Years Wales, Unit 9 Centre Court, Treforest, Rhondda Cynon Taf, CF37 5YR

**Incomplete application forms will not be considered. CV’s will only be read if specifically requested in the job advertisement.**