**Application for Employment at Saltney Small Steps**

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| **Vacancy Details** | | | | | |
| **Position Applied for** | |  | | | |
| **Personal Details** | | | | | |
| **Title** | |  | | | |
| **First Name** | |  | | | |
| **Surname** | |  | | | |
| **NI Number** | |  | | | |
| **Home Telephone Number** | |  | | | |
| **Mobile Telephone Number** | |  | | | |
| **Email address** | |  | | | |
| **Address** | |  | | | |
| **Postcode** | |  | | | |
| **Please provide a brief outline of duties in your current or most recent job** | | | | | |
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| **Employment Information** | | | | | |
| *Please provide full work history (most recent first). If leaving full time education enter the school or university details* | | | | | |
| Name of employers: | | | | Job title: | |
| Dates from: to: | | | | Reason for leaving: | |
| Name of employers: | | | | Job title: | |
| Dates from: to: | | | | Reason for leaving: | |
| Name of employers: | | | | Job title: | |
| Dates from: to: | | | | Reason for leaving: | |
| Name of employers: | | | | Job title: | |
| Dates from: to: | | | | Reason for leaving: | |
| Name of employers: | | | | Job title: | |
| Dates from: to: | | | | Reason for leaving: | |
| **Qualifications** | | | | | |
| Please list below qualifications relevant to the position applied for as detailed on the Person Specification | | | | | |
| **Qualification** | **Subject** | | **Grade** | | **Date Obtained** |
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| **Driving Licence** | | | | | |
| *Please complete if driving is identified as an essential requirement for the position in the Person Specification*  Do you have a valid driving licence appropriate for this position? *(Please circle) Yes No* | | | | | |
| **Supporting Statement** | | | | | |
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| **References** | | | | | |
| Please give the names and details to whom reference can be made in support of your application covering a minimum of two years of employment.  If during the last 2 year you have not been in paid employment or have been self-employed, referee details are not required as further information will be sought from you should a conditional offer of employment be made.  We reserve the right to contact any of your previous employers.  Relatives, Partners, or any member of the Trustees of Saltney Small Steps, MUST NOT be nominated as referees. To do so will disqualify the applicant for the appointment.  School or College leavers must provide one referee from a senior member of staff from their school, college or university | | | | | |
| **Reference 1** | | | | | |
| Referee Name: | | |  | | |
| Referee Job title | | |  | | |
| Company Name: | | |  | | |
| Contact Telephone Number: | | |  | | |
| **Reference 2** | | |  | | |
| Referee Name: | | |  | | |
| Referee Job title | | |  | | |
| Company Name: | | |  | | |
| Contact Telephone Number: | | |  | | |
| **Additional Information** | | | | | |
| **Rehabilitation of Offenders Act 1974** | | | | | |
| Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 you need not normally disclose details of any ‘spent’ convictions. You must however disclose any unspent convictions.  **Do you have any unspent i.e. live convictions?** *Please Circle* **Yes No**  **If yes, please give full details of each offence continuing overleaf if necessary** | | | | | |
| **Welsh Language Skills** | | | | | |
| As part of our commitment to providing services in Welsh, we regularly monitor the Welsh Language ability of both applicants and employees; as such please complete the following Welsh Language Skills assessment. This information will be used for monitoring purposes only and will not be considered as part of your job application.  If the Person Specification indicates that Welsh is essential for the role please ensure you have covered this in your Supporting Statement.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **1 None** | **2 Foundation** | **2 Intermediate** | **4 Advanced** | **5 Fully Proficient** | | **Listening/Speaking** |  |  |  |  |  | | **Reading** |  |  |  |  |  | | **Writing** |  |  |  |  |  | | | | | | |
| **Data Protection Act 1998** | | | | | |
| Any personal information supplied by you will be held, stored, used and/or processed as and when necessary by Saltney Small Steps for the purposes of carrying out their public function, for equal opportunities monitoring and for the prevention and detection of crime.  Disclosure of your personal data may take place and be given to external parties should they show reasonable cause for disclosure to be made and to the extent that the law allows.  By submitting this form I agree that any information I provide may be used and shared within Flintshire County Council for the above purposes. | | | | | |
| **Declaration** | | | | | |
| By submitting this form I consent to Saltney Small Steps undertaking appropriate pre-employment checks as appropriate to the position applied for.   |  |  | | --- | --- | | **Signed:** | **Date:** |   Please return your completed form to Saltney Small Steps | | | | | |