

**Application Form**

Applications must be typed

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| Post applied for: | Reference Number: |

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| Surname:  Previous surname(s): | First name(s): |
| Address: | Contact telephone number(s) and convenient time for us to contact you:  E-mail (if applicable): |

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| **Current or most recent employment** | | | | |
| Job title: | | | | |
| Dates Employed: | | | | |
| Current or most Recent Salary: | | | | |
| Reason for Leaving (if applicable): | | | | |
| Notice Required (if applicable): | | | | |
| Employer’s name and address: | | | | |
| Key responsibilities of current post: | | | | |
| **Full employment history** Other than current/most recent employment. In date order, most recent first. Full employment history must be provided. | | | | |
| From /to (month and Year) | Title and key duties of the post | Employer’s Name and address | Full or part time position | Reason for leaving |
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| **All work must be included. Please give full details of any time gaps not indicated above. Candidates may be asked for further clarification at interview.** |

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| **Education and Qualifications** Secondary education | | |
| From – to (Month and year) | Name of School (s) | Examinations taken and qualifications obtained |
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| **Education and Qualifications** Further and higher education | | |
| From – to (Month and year) | Name of School (s) | Examinations taken and qualification obtained |
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| **Professional Qualifications and Membership** | | | |
| Awarding body – qualifications | Level / grade of membership | Date Obtained | Registration No: |
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| **Training courses attended** (Relevant to the post) | | |
| From | To | Details of training, including organising body |
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| **Experience and relevant skills** | |
| The job description and person specification detail areas of knowledge, experience and skills required for the post, some of which are essential. Please demonstrate in this section how you meet the requirements as detailed within the person specification. Please use approximately 2 pages.  **C.V.’s will not be accepted.** | |
| Please extend this section onto the next page if necessary. | |
| **Reference** | |
| * Please mark the box if you do not wish us to approach the referees below prior to interview. We require a minimum of 2 satisfactory references covering the last 3 years of your employment. VFCC reserves the right to contact any of your previous employers. Referees should not be a relative or family member. | |
| Name: | Name: |
| Name of Organisation / Company: | Name of Organisation/Company: |
| In what capacity do you know the referee? | In what capacity do you know the referee? |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| E-mail: | E-mail: |
| Fax No: | Fax No: |

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| **Asylum and Immigration Act 1996** |
| National Insurance Number:  A document showing your NI number, birth certificate or other proof of your entitlement to work in the UK will be required at interview. Only original documents (not copies) are acceptable. |

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| **Rehabilitation of Offenders 1975** |
| Because of the nature of the job for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act (Exemption Order) 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are “spent” under the revision of the Act.  Have you ever been convicted for any criminal offence or ever received a Police caution?  ¨ Yes ¨ No  If “Yes” to the above, please give details of the offence(s), date(s), and where convicted or cautioned: |

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| **Disclosure of Relationship** |
| * I certify that to the best of my knowledge and belief I am not related to any Trustee, member or employee of VFCC. * I declare that I am related to the following Trustee, member or employee of VFCC.   Name: Position:  Relationship: |
| **Potential Conflict of Interest** |
| You must declare if either you or a relative or family member carries out any work for the local authority, Welsh Government or any other VFCC stakeholder, that may potentially bring about a conflict of interest. |
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| **Declaration** |
| I declare that the information which I have provided in this application form is true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, I will be dismissed from my commitment to VFCC.  Signed: Date:  All posts are subject to satisfactory references and DBS (CRB) Enhanced Check. |

**Please return this form and the separate Equality Monitoring form via email to** [**admin@vfcc.org.uk**](mailto:admin@vfcc.org.uk)

**or by post to the Glenys Evans at 45 The Parade, Roath, Cardiff, CF24 3AB**