**Job Application Form**

**Section One**

**FOR OFFICE USE: REFERENCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Surname |  | | |
| First names |  | | |
| Address |  | | |
| Postcode |  | | |
| Email |  | | |
| Home Phone number |  | Mobile Phone number |  |

|  |  |
| --- | --- |
| **General** | |
| Are you entitled to work in the United Kingdom? (You will be required to provide evidence at during the recruitment process.) | Yes / No |
| Do you have any unspent criminal convictions?  If yes, please give details. | Yes / No |
| When are you available to start work? |  |
| Where did you hear of this vacancy? |  |
| Please note here if you are not available on the date the interviews will be held, and note which other dates you will be available. |  |

|  |  |
| --- | --- |
| **References** | |
| **Please provide the name and contact details of two employers. At least one must be from your last post (or your current post if you still work there).**  If this is your first post, we are happy to receive one character reference from someone from the community whom you know well, and one from someone to do with your education eg teacher or tutor  If you haven’t worked for a period since your last employment, we are happy to receive alternative evidence for the period since you were out of work (eg Job Seeker’s Allowance letter), or a character reference from someone in the community whom you know well and can provide a reference for the period you were out of work), and one from your last employer.  **We will not contact your referees until the offer of employment has been made.** | |
| 1 | Name:  Company  Relationship to you:  Email:  Telephone number: |
| 2 | Name:  Company  Relationship to you:  Email:  Telephone number: |

**Mentera complies with the General Data Protection Regulation (GDPR) 2018 and we thereby inform you that we keep job applicants personal details securely and confidentially. We only distribute Section Two of the application form to those who are involved in the recruitment process, ie the Interview Panel. Following the interview process, we will collect the application forms from the Selection Panel in order to destroy these. One copy of each full application form will be kept securely and confidentially by Human Resources for audit purposes in line with our funding bodies’ requirements and retention schedules. GDPR 2018 requires us to gain your consent to this. Mentera will assume that your consent has been given by signing and returning this form (electronic or written) as a formal application for this post.**

|  |  |
| --- | --- |
| **Declaration**  I confirm that the information given on this form is correct and for the personal data contained in this form to be processed for the purpose of the application. | |
| Signature |  |
| Date |  |

**Please return this form by the closing date to:**

**Human Resources**

email: swyddi@menterabusnes.co.uk

Tel: 01970 636288

Mentera, Parc Gwyddoniaeth, Aberystwyth, Ceredigion, SY23 3AH

**Section Two**

**FOR OFFICE USE: REFERENCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Job Applied for |  |
| Areas applied for in order of preference (if applicable) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Latest employment** | | | |
| Employer name and address |  | | |
| Post held |  | | |
| Current / latest salary |  | | |
| From | mm/yyyy | To: (Please note “Current role” if you are still working there) | mm/yyyy |
| Reason for leaving (leave blank of you’ve noted “Current role” in the above box) |  |  |  |
| Outline your main duties and responsibilities |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment**  Give details of previous posts held. Continue on a separate sheet if necessary. | | | | |
| Name and Address of employer | From: To (mm/yyyy) | Post and Main Duties | | |
|  |  |  | | |
| **Qualifications** | | | | | |
| Qualifications (Academic / Professional) | | | Establishment | Date received | |
|  | | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Training** | | | | | | | |
| Details of any relevant training | | | | | | Date received | |
|  | | | | | |  | |
| **Relevant Skills, Experience and Additional Information** | | | | | | | |
| Whilst referring to the duties, experience and skills given on the job specification, use this section to support and enrich your application by adding any information, comment or example for each of the benchmarks on the specification in the order of 1-10 (including the “Desirable” points if relevant), with the benchmark as a subtitle ee   1. *“Extensive experience of managing a team” (subtitle)*   *I have experience of … (your reply)*  Elaborate on which skills and experience you have which make you a suitable candidate for the role, giving examples where relevant. | | | | | | | |
|  | | | | | | | |
| Using the descriptions on the ALTE framework which are provided on our website along with our other recruitment documents, note the level of your linguistic ability in the table below, from 0-5. If appropriate or relevant, we will assess this level as part of our other general assessments in order to ensure your suitability for the role. | | | | | | | |
| **Language Skills** |  | | | | | | | |
|  | **WELSH** | | | **ENGLISH** | | | | |
|  | Gwrando / Siarad | Darllen / Deall | Ysgrifennu | Gwrando / Siarad | Darllen / Deall | | Ysgrifennu | |
| Level (0-5) |  |  |  |  |  | |  | |

|  |  |
| --- | --- |
| **Driving** | |
| Do you have a full current driving licence? |  |
| Is the driving licence clean? If not, how many points? |  |
| Do you have the use of a car? |  |