

APPLICATION FORM – Version 4 August 2016

NB: CVs will not be accepted.

Please return your completed form to:

Denise Charles
Caniad Service Manager
Ty Derbyn
Croesnewydd Road
Wrexham
LL13 7TD
Or email: caniad@caniad.org.uk

Note - if you are completing this form electronically please uncheck tick boxes if you change your selection.

Position(s) applied for _____ Location: _____

Title: Ms Miss Mrs Mr

Other (please state) _____

Surname: _____

Date of Birth: _____

Forename(s): _____

N.I. Number: _____

Previous names: _____

1st line of address: _____

2nd line of address: _____

Town: _____

Post Code: _____

Email: _____

Home Telephone: _____

Work Telephone: _____

Mobile telephone: _____

May we contact you at work? Yes No

Health/Disability

Hafal has a commitment to people with disabilities and guarantees an interview to any disabled person who meets the short-listing criteria for employment

We welcome applications from people with disabilities. A history of mental health needs may be regarded as relevant experience for this post. .

Do you consider yourself to have an illness, disability or impairment that may affect your work?

Yes No

If yes give details below

What aids, adaptations or assistance might you require to attend for interview or to do your job?

I confirm that to the best of my knowledge the information given on this form is true and can be treated as part of my subsequent Contract of Employment.

Signed _____

Date _____

Please give the names and addresses of people to whom we may apply for information about your work, experience and attendance record.

Referees (One must be your present or most recent employer (if previously employed) or, if relevant tutor and should be available to provide the reference during this recruitment period.)

Name		
Capacity known to me		
Address		
Email address		
Telephone		

May we take up your references before interview? Yes No

Rehabilitation of Offenders

By virtue of the Rehabilitation of Offenders (Sections) Orders 1975 and (Northern Ireland) 1979, because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders (Northern Ireland) Order 1978. Accordingly you are not entitled to withhold information about convictions which would otherwise be considered as spent under the provision of these Orders.

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

It should be noted that cautions or convictions for offenders do not necessarily debar an applicant from obtaining employment.

State whether or not you have been cautioned or convicted of any criminal offences. Yes No

If yes, please give details below:

How did you hear about this post ?

(If you saw it advertised, in which publication)

Do you have a full driving license? Yes No

Do you have access to a vehicle during working hours? Yes No

REF -

Please give details of any qualifications, training courses etc which you feel may be relevant to this post:-
(Sections will expand as required)

Academic Qualifications		
Qualification	School/College, etc.	Date

Vocational Qualifications		
Qualification	Awarding Body	Date

Any other relevant courses or training		
Course	Duration	Date

Work History (including part-time and voluntary work) Sections will expand as required

Present/most recent post

Job Title: _____ Annual Salary + benefits: _____
Employer: _____ Business: _____
Address: _____
Date of appointment: _____ Date of leaving (if relevant): _____
Notice required: _____ Reason for leaving _____
Main duties: _____

Previous/ Other Current Posts (most recent first). Please provide a full employment history including an explanation for any gaps in employment. Please give details of employer, job title, dates and a brief summary of duties. Please use additional sheets if needed.

EMPLOYER: _____ DUTIES: _____
JOB TITLE: _____
DATES: _____
REASON FOR LEAVING: _____

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Please state your reason for applying for this post, giving relevant information about your skills, abilities, knowledge and experience relating to the requirements set out in the Person Specification. This section will expand as required in electronic format.
