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**GUIDELINES FOR COMPLETING YOUR JOB APPLICATION FORM**

An application form plays an important part in the selection process and forms the basis for considering your initial suitability for the post. The following guidelines should help you to complete your application form as effectively as possible.

**SOME POINTS TO BEAR IN MIND BEFORE YOU START**

* Look carefully at the job description, and application form and ask yourself why you are interested in the job.
* Try to present information on the form in a concise, well organised and positive way.
* Please use the application form provided, continuing on separate sheets if necessary.
A Curriculum Vitae (CV) will only be accepted if accompanied by a completed application form.
* Please remember to complete the Equal Opportunity/Disability Monitoring forms as they help us to determine whether or our Equal Opportunity Policy is effective.

**COMPLETING THE APPLICATION FORM**

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| **Personal Details:** | Make sure that you give your **full** name, address and telephone number and that they are legible. |
| **Education and Qualifications:**  | Please provide details of your formal and informal qualifications and what grades you achieved. This information will be used to assess whether you have the qualifications required for the post. If you are currently working towards a qualification, you may also include it in this section, indicating when you expect to complete the qualification. Ensure that nothing important has been omitted. |
| **Professional Association Membership:** | Give details of any professional bodies of which you are a member  |
| **Training:** | Please tell us about any training that you have undertaken that you think is relevant to the role. If you are currently undertaking training, you may also include it in this section. |
| **Employment History:** | Starting with your current or last employer, list all the employers you have worked for. Please ensure you provide the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates of employment are correct and in order. **It is important that you account for any gaps in your employment history.** You may also include any voluntary or unpaid work you have undertaken. |
| **Driving/Work Permits :** | Please provide details only if relevant for the job |
| **Rehabilitation of Offenders:** | Please read the information enclosed separately, then complete this section of the application form |

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| **References:** | Please provide details of two referees one of whom must be your current employer. If you are not currently employed you will need to provide details of your most recent employer or if you are undertaking unpaid or voluntary work, you may provide details of the manager of your placement. If you have not previously worked you may provide details of someone who knows you well enough to comment on your ability to do the job. You should not provide details of anyone who is related to you.Employment with TGP Cymru is subject to receipt of two satisfactory references. |
| **Providing direct evidence of your experience and skills**  | This is the most important part of your application. It is your opportunity to make a case here for selection. Use only examples from parts of your career history or personal experience. Make sure you read the **‘Guidance on writing competency statements for a job application’** before completing this section of the application form ensuring you relate your answers to the competencies relevant to the post you are applying for |

**RETURNING YOUR APPLICATION FORM**

Please check your application form to ensure that all questions have been answered and sign and date the form. Send your completed application to TGP Cymru, 12 North Road, Cardiff CF10 3DY or alternatively
email to hr.admin@trosgynnalplant.org.uk

**Completed job applications must be received by the closing date stated in the job advertisement. We cannot guarantee that any application received after the closing date will be accepted/considered.**

If you have been shortlisted for interview, you will normally be informed of this within two weeks of the closing date for the post.

If appointed, you will be required to provide evidence of your right to work in the UK. This is in accordance with the Asylum and Immigration Act 1996.

*September 2012*



The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. TGP Cymru is also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed three months after the selection process is completed.

The Organisation is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

The disclosure of a criminal record will not debar you from appointment unless the selection personnel involved consider that the conviction renders you unsuitable for the appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to TGP Cymru’s Equal Opportunities Policy.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you wish to discuss whether a conviction you have would debar you from working with children, you may telephone the HR & Pensions Manager on 029 2039 6974.

*September 2012*

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| **Application for Employment** | Job Title/Ref: **HR Administrator – Head Office**  |



Please complete all sections of this form carefully in typescript or **black pen**, following the instructions. TGP Cymru aims to be an Equal Opportunities Employer and the information you provide will be the only material used in deciding if you should be interviewed. You should take care to provide as much information as possible, to show that you have the experience and competencies specified in the job description and person specification. Please give examples wherever possible to illustrate your suitability for this job; these may be taken from experience gained outside paid employment. Don’t forget to read the job description carefully **before** completing this form.

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| **PERSONAL DETAILS** Please use capital letters for this section |
| Surname:       | Title:       | Forenames:       |
| Permanent Address including Postcode: | Contact Address *if different:* |
|       |       |
| Telephone Numbers (***please include full STD codes):***       |
| Home:       | Work:       | Mobile No:       |
| Email:       |

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| EDUCATION AND QUALIFICATIONS Please tell us about your education and any courses you are currently undertaking which you feel are relevant to the post. Please start with the most recent and use an additional sheet if necessary |
| **Name and address of school/college/university or training body** | **Dates attended *please indicate full or part time*** | **Subject(s) studied** | **Qualifications/grade obtained** |
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| PROFESSIONAL ASSOCIATION MEMBERSHIPPlease use an additional sheet if necessary |
| **Name of Professional Association** | **Year of Membership** | **Grade/level** |
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| TRAINING Please give details of any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post for which you are applying. Include any on-the-job training as well as formal courses. There is no need to mention any courses you have already listed in the section above |
| **Date attended** **(*approx)*** | **Duration of** **Course** | **Title of the training course or brief description** |
|       |       |       |

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| **EMPLOYMENT HISTORY** Please give details of your employment history starting with your current or most recent employer and working backwards**. Please account for any gaps in your employment history. If you have not worked before or if you have been out of work for some time, please use this space to describe how you have gained the relevant experience for your application.** Please use an additional sheet if necessary |
| **Employer’s name, address and type of business** | **Date employed month/year** | **Job title, main duties and responsibilities** | **Reason for leaving/salary** |
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| **LANGUAGE SKILLS (DESIRABLE)** |
| Do you speak Welsh? | Yes [ ]  No [ ]  |

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| **DRIVING** ***(only complete if relevant for the job)*** |
| Do you have a full and current driving licence valid in the UK? | Yes [ ]  No [ ]  |
| If yes, please give details of any penalty points on your licence |       |  |
| Do you have access to some form of personal transport? | Yes [ ]  No [ ]  |

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| **WORK PERMITS** |
| Are your required to have a UK work visa/permit? | Yes [ ]  No [ ]  |
| If yes, please give details including the expiry date of any current visa/permit |       |  |
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| **INTERVIEW/START DATE** |
| If appointed, when could you start work with TGP Cymru? |       |  |
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| REHABILITATION OF OFFENDERS The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. When answering the following questions you must, therefore, disclose any criminal convictions, even those considered “spent” for other purposes (Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975). All information supplied will be treated in the strictest confidence and will be used for this job application only. |
| Have you ever been convicted of an offence in any criminal proceedings in any country?*For motoring offences, please answer yes only if it resulted in a disqualification.* | Yes [ ]  No [ ]  |
| Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any disciplinary proceedings conducted by your employer? | Yes [ ]  No [ ]  |

***If you have answered yes to any of these questions please give full details on a separate sheet.***

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| REFERENCES Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or educational/training establishment and the other can either be a previous employer or a character reference from a professional i.e. teacher, please note we cannot accept references from friends or family members.Please indicate the earliest stage we may apply for a reference. In any event we will not make an appointment until satisfactory references have been received and we reserve the right to contact any of your previous employers for a reference. |
| **Referee 1** **Current / Recent Employer Referee 2 Previous Employer/Character Reference** |
| Name: |       | Name: |       |
| Position: |       | Position: |       |
| Organisation: |       | Organisation: |       |
| Address:  |       | Address: |       |
| Telephone: |       | Telephone: |       |
| Capacity in which known by you: |       | Capacity in which known by you: |       |
| When may we take up references? |       | When may we take up references? |       |
| With reference to the Job Description, please complete the following section providing direct evidence of your experience and skills by drafting succinct responses within the boxes in each area outlined below.  |

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| **1 – General Admin Experience – See Appendix 1*** Please describe your previous office experience, including any in a HR environment. **(up to 300 words max)**

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| **2 – Operating Admin Systems – See Appendix 1*** Give an example of when you have been responsible for implementing an administrative system. Please specify your experience of any MS Office programmes you have used **(up to 300 words max)**

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| **3 – Maintaining Information - See Appendix 1** * Please give an example of the information storage systems you have used and explain how effective they were. **(up to 300 words max)**

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| **4 – Prioritising / Multi-tasking*** Give an example of when you have had to quickly adjust your work priorities to meet changing demands. **(up to 300 words)**

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| **I certify,** that to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.I also consent to the information provided on my application being stored on a manual and/or computerised filing system in line with Data Protection legislation. |
| **Signed:**  | **Date:**  |
| **Completed application forms should be returned to the address indicated in the covering letter.****Please remember to include the Equal Opportunity Recruitment Monitoring Form** |

*September 2012*



# EQUAL OPPORTUNITIES POLICY

TGP Cymru is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. The organisation has an established policy to try and ensure that no unlawful discrimination occurs, either directly or indirectly, against any person on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics”.

**Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic.

**Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Discrimination by victimisation is also recognised as unlawful.

The organisation will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

It is recognised that the principal responsibility for providing equal responsibility in employment rests with the Organisation. Each employee and Manager is required to be familiar with, and to implement, the Organisation’s Policy and is urged to comply at all times not only with that policy but with the spirit of Equal Opportunity Legislation and Codes of Practice.

It is the responsibility of each Manager within the Organisation to ensure that his or her treatment of employees, and the decisions and approach taken within their own sphere of operations are devoid of discriminatory practices.

The individual responsible for overseeing and checking upon the satisfactory implementation of this Policy is the Executive Director who is empowered to thoroughly investigate, and if appropriate redress, any identified or claimed discriminatory incident or practice.

The Senior Management Team and the Board of Trustees give their full backing to this Policy and will support all those who endeavour to carry it out.

*September 2012*



**STRICTLY CONFIDENTIAL**

**Disability Monitoring Form**

 TGP Cymru welcomes applications from candidates with disabilities.

The Equality Act 2010 defines disability as “a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”. If you consider that you have an impairment that disables you in society (as defined by the Equality Act 2010), please complete and return this form.

Please note that this form will be detached from your application form on receipt and will not be seen by staff directly involved in the appointment. The information supplied will also be used to monitor the diversity of applications we receive to enable the organisation to develop appropriate policies and procedures in respect of diversity and equal opportunities. The information you supply will be held on computer files for the purposes of monitoring the operation of our equal opportunities policy and is subject to the provisions of the Data Protection Act and will be destroyed after six months if your application is unsuccessful.

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| --- | --- | --- |
| Name |       |  |
|  |
| Position applied for |       |  |
|  |
| I consider myself to have a disability as defined under the Equality Act 2010  | Yes | [ ]  | No | [ ]  |  |

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| ***If shortlisted for selection test/interview, the arrangements that would need to be made are:***      |
| ***If appointed, the arrangements the adjustments that would need to be made in order for me to carry out the duties of the job are:***      |

If you require information to be provided in a different format to enable you to return your application, please contact the organisation’s HR Department on **029 20396974.**

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| **[ ]**  | **I hereby give my consent to TGP Cymru processing the data supplied in this form for the purpose of recruitment and selection.** |
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| **Signed:**  |  |  | **Date** |  |  |

*September 2012*



**Equal Opportunities Recruitment Monitoring Form**

**STRICTLY CONFIDENTIAL**

TGP Cymru is committed to promoting fairness and eliminating discrimination from recruitment and selection practices. To monitor and audit the effective delivery of our commitment, the organisation requires all applicants to provide information asked for in this monitoring form. The information you provide will only be used for this purpose and will form no part of the short listing or interview process and will be treated in strict confidence.

The form will be detached from your application form and transferred to our Human Resources database to help monitor the diversity of applications we receive. This will enable the organisation to develop appropriate policies and procedures in respect of diversity and equal opportunities. This information will be held on computer files for the purposes of monitoring the operation of our equal opportunities policy and is subject to the provisions of the Data Protection Act. All unsuccessful application forms will be destroyed after six months.

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| **Gender** *Please tick the appropriate boxes:* |
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| Male [ ]  |  | Female [ ]  | Prefer not to say [ ]  |
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| If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender. |
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| **Age** |       |
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| **How would you describe your nationality?** *Please tick the appropriate boxes:* |
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| British [ ]  | English [ ]  | Scottish [ ]  | Welsh [ ]  | Irish [ ]  | Other (please describe) |       |  |
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| **How would you describe your ethnic origin?** *Please tick the appropriate boxes:* |
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|  [ ]  White/mixed |
|  |
|  [ ]  White |  [ ]  White and Black Caribbean |  [ ]  White and Black African |  [ ]  White and Asian |
|  |
| Any other Mixed background (please describe) |       |  |
|  |
|  [ ]  Asian, Asian British, Asian Welsh, Asian English or Asian Scottish |
|  |
|  [ ]  Indian |  [ ]  Pakistani |  [ ]  Bangladeshi |
|  |
| Any other Asian background (please describe) |       |  |
|  |
|  [ ]  Black, Black British, Black Welsh, Black English or Black Scottish |
|  |
|  [ ]  Caribbean |  [ ]  African |
|  |
| Any other Black background (please describe) |       |  |
|  |
|  [ ]  Chinese, Chinese British, Chinese Welsh, Chinese English or Chinese Scottish |
|  |
|  [ ]  Chinese |
|  |
| Any other ethnic group/background (please describe) |       |  |
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|  [ ]  Prefer not to say |
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| **Where did you see the post advertised?***Please tick the appropriate boxes:* |
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|  [ ]  Indeed |  [ ]  Big Issue |  [ ]  Charity Job Finder | [ ]  Newspaper *(please specify):* |       |
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|  [ ]  Children in Wales |  [ ]  Other Internet Site *(please specify)* |       |
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| **Why did you decide to request further information?** *Please tick the appropriate boxes:* |
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|  [ ]  Salary |  [ ]  Reputation of Organisation |  [ ]  Location |  [ ]  Duties of the Post |
|  |
|  [ ]  Work of Project |  | Other *(please specify)* |       |  |
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*Thank you for taking the time to complete this form*