



Torfaen
Leisure Trust
Ymddiriedolaeth
Hamdden Torfaen

Application for Employment

(CURRICULUM VITAE ARE NOT ACCEPTABLE)
Please do not include a CV with your application

Please complete in **black ink or type**

This Application Form is also available in Welsh on request.

Please email or post completed forms to:

Recruitment@torfaenleisuretrust.co.uk

or

PRIVATE & CONFIDENTIAL

Recruitment
Tanya Harris
Cwmbran Stadium
Henllys Way
Cwmbran
NP44 3YS

The Job Description which accompanies this form will identify whether the post you are applying for requires a Disclosure & Barring Service check. If this applies, your attention is drawn to Section 13 of this form.

1. Vacancy Details

Post applied for:

Post/Job Reference Number:

Location:

Closing Date:

Do you have a current DBS – If YES, Please provide:

Date of Issue:

Reference Number:

Level of current DBS:

Standard

Enhanced

DBS provided by which Organisation:

2. Personal Details

Surname :

Initials:

Address:

Post Code:

3. Contact Details

Home Tel No:

Work Tel No:

Mobile Tel No:

Home Email:

Work Email:

May we contact you at work?

YES

NO

4. Present Employment *(if you are presently unemployed please leave blank)*

Employer's Name:

Address:

Post Code

Telephone Number:

Position Held :

Department:

Present Grade:

Present Salary:

Date Started:

Notice Period:

Brief outline of duties:

5. References

External Applicants: Please give the names of **two** referees who have agreed to provide a reference on your behalf. One reference must be provided by your current or most recent employer within the last three years. If you have recently left school or college one reference should be provided by a teacher or lecturer.

Trust Internal Applicants: One reference will be taken up. Please give below the name of your current Manager who will be asked to provide a work reference. However, if you have been in your current post for less than 1 year a second reference will also be taken up from your previous Manager.

Referees are only contacted if candidates are invited to attend for interview. Please note that family members, personal friends or neighbours will not be accepted as a referee.

Referee 1

External Candidates: (Details of present Employer)

Trust Internal Candidates: (Details of current Manager)

Name of Referee:

Job Title:

Name of Company:

Address:

Telephone Number:

Email Address:

Referee 2

External Candidates: (Details of most recent previous Employer within last 3 years)

Trust Internal Candidates: (Details of previous Manager if in current post for less than 1 year)

Name of Referee:

Job Title:

Name of Company:

Address:

Telephone Number:

Email Address:

May we contact these referees without asking you?

YES

NO

We will not confirm an offer of appointment until we have received satisfactory references (or a school / college reference if you are a school / college leaver).

6. Educational Qualifications

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent. Please include institute details eg., college, etc.

Date	Qualification gained or pending Please state subject (eg NVQ Level 1) and awarding institution or body	Grade Obtained

7. Training

Please list below relevant job related training you have undertaken, and/or any professional qualifications achieved.

Date	Course Title	Organiser

8. Membership of Professional Bodies

(Please state whether by election, exemption or examination)

Date	Professional Body	Number	Grade / Level

9. Previous Employment

Please list **ALL** of your previous jobs including any with your present employer. Include **ALL** local government related service. Start with the most recent. References may be sought from your previous employers.

Job Title: Date Started:

Employers Name: Date Left:

Address:

Postcode:

Brief outline of duties:

Reason for Leaving:

Job Title: Date Started:

Employers Name: Date Left:

Address:

Postcode:

Brief outline of duties:

Reason for Leaving:

Job Title: Date Started:

Employers Name: Date Left:

Address:

Postcode:

Brief outline of duties:

Reason for Leaving:

Job Title: Date Started:

Employers Name: Date Left:

Address:

Postcode:

Brief outline of duties:

Reason for leaving:

10. Driving Licence

Do you hold a current driving licence valid for use in Great Britain?

YES

NO

If you hold a Non UK licence, please specify country of issue:

Do you have sole use of a car for work purposes?

YES

NO

NOT REQUIRED

Please state the type of licence you hold:

FULL

PROVISIONAL

HGV

OTHER

Do you have any current endorsements?

YES

NO

If YES, please give details:

11. Relationship to Trust Board Members and Employees

Please give the details of any Trustee or employee of the Trust to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. Canvassing of any Trustee or Senior Officer will disqualify a candidate from appointment.

Name of Trustee/Employee:

Relationship:

Name of Trustee/Employee:

Relationship:

12. Further Details

Please give any information which you think will help us consider your application, including details of your present or most recent job or other relevant experience, and any specialised knowledge you have. Include your leisure interests and hobbies. You should try to relate your information to the job description and person specification for the post you are applying for. (Please read the guidance notes before completing). If you wish to use separate sheets then please attach them to this page. Please note that CV's will not be accepted.

Continue on a separate sheet if necessary – Please indicate how many additional sheets have been enclosed with your application to ensure that no pages are lost.

13. Criminal Convictions/Cautions/Disqualified Persons/Investigations

You only need to complete this Section if the post you are applying for requires a Standard or Enhanced Disclosure & Barring Service Disclosure as indicated in Section 1.

Torfaen Leisure Trust regards as paramount the welfare and safety of vulnerable adults and children. Whilst criminal convictions are not necessarily a bar this safety consideration will be priority when undertaking decisions regarding the employment of staff, carers or volunteers.

If the post for which you are applying requires a Disclosure & Barring Service Disclosure this post will be exempt under the Rehabilitation of Offenders Act 1974. It is within this context, and the following guidelines, that all decisions will be made in relation to applicants who have any form of criminal conviction or who are included on the Barred List.

Please note that the DBS remove old and minor offences from the criminal record certificates. For those over 18 at the time of the offence the adult conviction will be removed if 11 years have elapsed since the date of the conviction and it was the only offence and it did not result in a custodial sentence. An adult conviction will be removed after 6 years have elapsed since the date of the caution. For those under 18 at the time of the offence the same rules apply except the elapsed time period is 5 ½ years for a conviction and 2 years for a caution. All applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

- 1. Have you ever pleaded guilty, been convicted or cautioned by a police officer for any criminal offences? Please note that an old or minor offence as detailed above does not need to be declared.
YES NO

- 2. Has your name been added to the Barred List?
YES NO

- 3. Have you ever been subject to or party to any proceedings or investigation involving any Social Services authority or equivalent, here or abroad, or have had children or vulnerable adults removed from your care?
YES NO

- 4. Have you ever been refused registration or cancelled from an official register of Child Minders / Day Care Providers / Private Fostering / Registered Care Home / Children's Home:
YES NO

If the answer is **YES** to any of the questions above, please give brief details:

(Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment).

I understand and agree that if, for whatever reason, my application is either refused or withdrawn but information is revealed which leads the Trust to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period. I understand that the Trust will not reveal this information to any other organisation or individual outside of the Trust unless it is asked a direct question about me or circumstances suggest that the protection of a child/children or vulnerable adult(s) required immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and invited to comment.

I hereby give consent to the Trust completing such checks as are necessary with records held by the Trust and/or other agencies in order to verify the information provided above.

Signed: **Dated:**

14. Equal Opportunities Statement

Torfaen Leisure Trust is committed to achieving equality as an employer and in all aspects of our business. The Trust will ensure that the community we serve and current and potential members of staff have equality of opportunity to access all our services and opportunities. The Trust will seek to ensure that no one receives less favourable treatment on the grounds of disability, race, language, gender, colour, religion, age, sexual orientation, marital status, social position, or any other improper grounds, by any requirements or regulations which cannot be fully and legally justified.

15. Data Protection Act 1998

The information or data you have provided on this form will be processed and held electronically and will also be held on your electronic personal record if you are appointed. The data may be processed by this Trust for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records. By signing and returning this form you will be deemed to be giving your explicit consent to the processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. This data will also be shared with Torfaen County Borough Council HR and Employee Services as the Trust support services.

16. Equality Act 2010 (Statutory Duties)(Wales)Regulations 2011

Torfaen Leisure Trust is required to publish specific Equalities Data relating to employment. The information you have provided on this Application Form may be used to enable the Trust to meet these obligations. Applicants will not be identified and data will only be published when the anonymity of Job Applicants can be guaranteed.

17. The Recruitment Process – What will happen next?

If you have not been contacted within 4 weeks of the closing date, please consider that your application has been unsuccessful.

Whatever the outcome of your application, thank you for showing an interest in working with Torfaen Leisure Trust.

18. Your Application

I certify that the details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to questions on this form, or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

Signed:

Dated: