

Application for Employment

Position Applied For

Eligibility to work for WJEC		
Are you currently legally entitled to work in the country where the job is based?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If applicable, please detail any restrictions Length of work visa, type of work etc.		

Title	
Forenames	
Surname	

Address			
		Post Code	
E-mail		Mobile No.	
Telephone No. (Home)		Telephone No. (Work)	

Present or Most Recent Employment				
Employer's name and address and type of business	Dates		Position held and nature of responsibility	Reason for leaving/ wishing to leave
	From	To		

Basic Salary	Allowances	Salary Scale	Notice Required

Previous Posts
(Please list in order starting with most recent)

Dates		Employer's name and address and type of business	Position held and nature of responsibility	Reason for leaving
From	To			

Please continue on a separate sheet if necessary

Education and Qualifications (In chronological order)

Dates		School, Further and Higher Education Institutions attended/courses followed	Qualifications, membership of professional institutions, etc.
From	To		

Other qualifications gained or training undertaken

Practical Skills (Including IT Skills, Language Skills, Etc)

Statement in support of your application

Please indicate clearly how your skills and experience meet the requirements of the post as set out in the Job Description

Continue on a separate sheet if necessary

Interests

Other

Have you previously applied for a post at the WJEC?

Yes

No

If yes, for which post(s) have you applied?

Publicity

Where did you see this post advertised?

Disability

Do you have a disability?

Yes

No

A disability is defined as someone who has long term physical, mental, intellectual or sensory impairments, which may hinder their full and effective participation in society on an equal basis with others

Regardless of whether you have a disability, do you require any adjustments to be made to facilitate your participation in the selection process? If yes, a member of Human Resources will contact you to ascertain how best to assist you.

Yes

No

Referees

Please give details, including initials and correct style of address, of at least two referees, not related to you, who can be approached. One of the referees should be your present or most recent employer. Directors or Officers of WJEC/CBAC may not act as referees.

1. Name:
Position:

I agree for WJEC to approach this referee prior to interview

Yes

No

Address:

Tel. No:

E-mail:

Referees

**2. Name:
Position:**

I agree for WJEC to approach this referee prior to interview

Yes

No

Address:

Tel. No:

E-mail:

Criminal Convictions

Do you have any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes

No

If YES, please describe the offence(s) and date(s) of conviction:

Declaration

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signature:

Date:

N.B Typing your name will be taken as being as binding as your signature

Data Protection

In accordance with the Data Protection Act 1998, applicants are advised that the WJEC's Recruitment and Selection processes are secure, appropriate and confidential