

Application Form



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Investing

in excellence

Application Form

Please complete this form in full, accurately and honestly. Please note that CVs will not be accepted.

Post ref

Applicant no

Vacancy applied for

Where did you learn of this vacancy?

Section A

Personal details

Your personal details are detached from this form before your application enters the selection process. This ensures that the shortlisting panel is not influenced by this information.

Title Mr Mrs Miss Ms

Other (write in)

Surname

Forenames

Preferred name

Address

Postcode

Telephone numbers

Home

Mobile

E-mail address

National insurance number

What languages do you use, including British Sign Language?

What is your preferred language?

Are you entitled to work in the United Kingdom?

Yes No

(Please note you will need to provide proof if you are shortlisted)

Period of notice required or availability

Have you ever been convicted of a criminal offence or are you currently the subject of any police investigations, which might lead to a conviction (other than a spent conviction under the Rehabilitation of Offenders Act 1974)?

Yes No

If Yes, please give details

If you consider yourself disabled please give brief details, including any adjustments / support that will help you attend an interview or perform the job. We define disability using the definition in Part 1 of the Disability Discrimination Act 2005. This definition defines a disabled person as an individual who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities, and includes long-term medical conditions such as Cancer, HIV and Multiple Sclerosis. If you have any queries or questions about disclosing a disability, please do not hesitate to contact us. Disclosure of your disability will not affect the shortlisting process.

Post ref

Applicant no

Section B

Educational and professional qualifications and other training

Please note if your application is successful we will need proof of information given below.

Further and higher education

Qualification	Subject	Grade attained

Secondary education

Qualification	Subject	Grade attained

Post ref

Applicant no

Other training & qualifications

Please note if your application is successful we will need proof of information given below.

Awarding body	Training subject qualifications	Grade attained	Date attained

Professional membership

Please give details of any relevant institutes or organisations of which you are a member.

Professional body	Type of membership	Date joined

Post ref	Applicant no
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Employment history

Current or most recent employer

Organisation	Position held
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Address

Postcode

Length of service

Salary and benefits

Current role description (Please give a brief description of the main responsibilities, duties and achievements in your current or most recent post).

Continue on a separate sheet if necessary

Reason for leaving

Post ref

Applicant no

Previous employment

Please start with the most recent and include any unpaid or voluntary work you may have undertaken.
Briefly describe the main duties of each.

Employer	Position	Duties	Reasons for leaving	Period of employment (years and months)

Post ref

Applicant no

Reasons for applying and additional information

This section is your chance to tell us about yourself and what you can bring to HEFCW. Use this to demonstrate your skills, knowledge and previous experience that are relevant to this post and how they meet the criteria on the job description/specification. You may also highlight any other information that you consider relevant to this application that is not already included, for instance achievements in education and leisure.

Continue on a separate sheet if necessary

Post ref

Applicant no

References (external applicants only)

Please give the name of two referees, including your current or last employer. If you have just left education at least one of your referees should be a teacher, lecturer or character referee. Please indicate any references that may not be taken up prior to a job offer. We retain the right to contact any of your previous employers.

Current or most recent employer

Consent to contact prior to offer

 Name

 Address

 Tel no

 Position

Previous employer or other referee

Consent to contact prior to offer

 Name

 Address

 Tel no

 Position

IMPORTANT NOTE: Please ensure your application form is completed in full. Emailed application forms will be accepted, but signed copies must be forwarded. CVs will not be accepted.

Thank you for taking the time to complete the application form.

Declaration (external applicants only)

I declare that the information given on this form is true and complete to the best of my knowledge.

Signed

Date

Post ref

Applicant no

EQUALITY MONITORING FORM

HEFCW is committed to a policy of equality of opportunity for all staff. We seek the following information in order to meet our statutory duties in the area of equalities and to go beyond this to address positively any issues arising from our monitoring. This information is submitted in confidence.

Data Protection Act 1998 – The information requested below will only be used for the purpose of monitoring the effectiveness of this and related employment policies and so we can find out whether all applicants are treated equally whatever their gender, age, disability, marital status, racial or ethnic origin, sexual orientation, religion or belief.

We would greatly appreciate you providing this information, in complete confidence, so that we can actively pursue our equal opportunities responsibilities. However, if you do not wish to complete all or some of this form it will not affect the selection process.

Gender

What is your gender?

Please write in

Age

Under 25 25-34 35-44 45-54
 55-65 Over 65
 Not declared

Religion

Buddhist Christian Hindu Jewish
 Muslim Sikh
 Not declared
 Other (please specify)

Sexual orientation

Bisexual Gay Heterosexual Lesbian
 Not declared

