



APPLICATION FOR EMPLOYMENT

Please read the job description and person specification carefully before completing this form. Shortlisting will be carried out solely on the basis of information provided on the application form, you may use additional sheets if required. **Applications made by CV will not be considered.**

Your completed application form should be returned by email to recruitment@rcs-wales.co.uk

Personal Details

Post applied for

How did you find out about this vacancy?

Name

Contact address

Postcode

Contact telephone numbers

Home

Mobile

Email address

Nationality

Education		
Name of school or college	Subjects studied, level and grades attained	Dates

Details of any other <u>relevant</u> courses or training undertaken in the last 10 years	
Course / training details	Dates

Previous Employment

Name and address of employer	Dates	Job role	Main duties and responsibilities	Reason for leaving	Salary

Skills and experience for the role

Please tell us how you feel your skills and experience make you suited to the post you are applying for (continue on a separate sheet if necessary)

References	
<p>Please give the name and contact details of two people that we may approach for a reference. We normally only seek references if we make a provisional offer of employment to you. Should we need to contact your referees before this, we will agree this with you first.</p>	
Existing / most recent employer	
Name	Name
Address	Address
Daytime telephone number	Daytime telephone number
E-mail address	E-mail address
Job title	Job title
In what capacity do you know them?	In what capacity do you know them?

Additional information	
Can you confirm that you are eligible to work within the UK and that documentary evidence can be provided to confirm this?	Yes / No
If offered this appointment when would you be free to start?	
What is your level of spoken Welsh? Fluently / Conversational / Learner / None	
Do you have access to a car and a full driving license? (if stated travel is required for the role)	Yes / No

Declaration

If any particulars given by you in this application are found to be false or if you deliberately leave out any relevant facts, any offer of employment may be withdrawn. Alternatively, if you are appointed when the correct facts come to light you may be liable for dismissal.

Your data will be stored and used by RCS as detailed in the attached Information for applicants document.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT.

Sign:

Date:

Print:

