



Hamdden Cymunedol Celtic Celtic Community Leisure

Post of
At
Post ref
Closing Date

| | |
|----------------------------|----------------------|
| INTERNAL USE ONLY | |
| Candidate's Ref No: | <input type="text"/> |
| Received:..... | |

| | |
|--|-----------------------|
| PERSONAL DETAILS | |
| Surname _____ Title _____ | |
| Forenames _____ | |
| Home Address _____ | |
| _____ | |
| _____ Post Code _____ | |
| Tel No. Home _____ | Work _____ |
| Mobile _____ | E-mail address: _____ |
| Do you have the right to take up employment in the U.K. and, if necessary a work permit YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| National Insurance No: _____ | |
| Dates you are NOT available for interview: _____ | |

Equal Opportunities Monitoring Form

In accordance with its equal opportunities statement, the Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

You may of course, decide not to answer one or any of these questions but if you do respond, all information will be treated in confidence and will be used solely by the Human Resources Section for the purpose of providing statistics for equal opportunity monitoring. The front page and monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately.

Thank you for your assistance in completing this form overleaf

| | | | | |
|--|--|--|--|-------------|
| Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> | | Date of Birth : | | Age: |
| Marital Status (please 3as appropriate) Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Partnered <input type="checkbox"/> | | | | |
| Race, Nationality, Ethnic Origin (Please 4 as appropriate) | | | | |
| <i>White</i> Welsh <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Other white background (please specify) _____ | | <i>Mixed</i> White and Black Caribbean <input type="checkbox"/> White and Black British <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background (please specify) _____ | | |
| <i>Asian</i> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> British <input type="checkbox"/> Other Asian background (please specify) _____ | | <i>Black</i> Caribbean <input type="checkbox"/> African <input type="checkbox"/> British <input type="checkbox"/> Other black background (please specify) _____ | | |
| Sexual Orientation (Please 4 as appropriate) Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Transsexual <input type="checkbox"/> Prefer not to say <input type="checkbox"/> | | | | |
| Religion Please state preferred religion or belief _____ | | | | |
| Disability None <input type="checkbox"/> Physical Disability <input type="checkbox"/> Mental Disability <input type="checkbox"/> Prefer not to say <input type="checkbox"/> If you are disabled please give details of any special arrangements that you would require to attend interview _____ | | | | |
| Welsh Language Are you a Welsh speaker Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Where did you see the advertisement for this post? At a Facility <input type="checkbox"/> Local Press <input type="checkbox"/> Internet <input type="checkbox"/> Job Centre <input type="checkbox"/> Professional Publication <input type="checkbox"/> Word of Mouth <input type="checkbox"/> | | | | |

REFEREES

Please supply the names, addresses, telephone numbers and email addresses of two referees, one of which must be your present employer. If you are not currently in employment, please include your last employer. You should note that any of your previous employers may be contacted for a reference. Unless you indicate to the contrary, references will be requested prior to interview

Name: _____

Post: _____

Address: _____

-

_____ Post Code: _____

Tel No: _____

E-mail: _____

Name: _____

Post: _____

Address: _____

_____ Post Code: _____

Tel No: _____

E-mail: _____

DECLARATION

I declare that the information set out in this application form is true in all respects and 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. I am also aware that canvassing of Officers of the Trust or any Members of the Board will disqualify me.

I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed _____

Date _____

Data Protection Act 1998 – Information provided by you will be held and automatically processed as data on a computer system. The Trust will take all reasonable precautions to ensure it's confidentiality and to comply with the principles contained in the Act.

To be completed and returned to:

Human Resources Section

Celtic Community Leisure, Afan Lido Leisure Complex, Princess Margaret Way

Port Talbot, SA12 6QW



Hamdden Cymunedol Celtic Celtic Community Leisure

JOB APPLICATION FORM

INTERNAL USE ONLY

Candidate's Ref No:

Application for the post of _____

at _____

WHAT TRAINING, QUALIFICATIONS OR SKILLS DO YOU HAVE RELEVANT TO THIS POST?
Please provide details below.

| EDUCATIONAL / PROFESSIONAL / VOCATIONAL QUALIFICATIONS OBTAINED | | | | |
|---|--------------|--|-----------------------|-----------------|
| Dates | | Where obtained School/ College/ University/ Workplace etc | Qualifications Gained | Grade/ Level |
| From Mth/Yr | To Mth/Yr | | | |
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| CURRENT MEMBERSHIP OF PROFESSIONAL BODIES | | | |
|---|---------------------|-------------------|---|
| Name of Body | Grade of Membership | Date of Admission | How did you achieve this membership? |
| | | | |
| | | | |
| | | | |
| | | | |

Are you suffering or have you suffered from any illness or medical condition which may prevent you from attending work regularly in the future?

Yes No If you have answered "Yes" Please give details below.

How many days work have you lost through illness in the last 3 years?

| | | |
|--|--|--|
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|--|--|--|

Do you wish to apply for this Post on the basis of any of the Trusts's Flexible Working schemes? e.g. job share Yes No

Do you hold a current United Kingdom driving licence? Yes No

If "Yes" do you have any current endorsements _____

Do you have any unspent or pending convictions under the Rehabilitation of Offenders Act 1974? A conviction will not necessarily be a bar to obtaining the post (The policy on the recruitment of ex-offenders is available on request). Yes No

If YES, provide details below

NOTE : All posts within Celtic Community Leisure are subject to an Enhanced Criminal Records Disclosure.

An enhanced disclosure includes a check on local police records in addition to details of a persons criminal record including convictions, cautions, reprimands and warnings held on the Police National computer. Disclosures will also contain details from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for working with children

Do you currently have any other employment other than your main job? Yes No

If 'Yes', please provide details below:

Post: _____ Hours worked per week: _____

Canvassing. All appointments to the Trust are made on the basis of merit. Canvassing of Senior Officers or Board Member is prohibited and will disqualify a candidate. Are you related to any Senior Officer or Member of the Board. If so, please state the nature of that relationship and the name of the person concerned.

YOUR EXPERIENCES AND ACHIEVEMENTS

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application, with specific reference to the job specification.

If necessary, an additional 1 A4 sheet may be attached