**Job Application Form**

Thank you for applying for a position with Newport LIVE.

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted. We do not automatically acknowledge receipt of application forms or write to applicants not selected for interview. If you do not hear anything within 6 weeks of the closing date, please assume that your application has been unsuccessful.

**Please contact 01633 656757 if you have any questions in relation to this application form.**

Please fill in **all** **sections** of the form using black ink or type in the boxes provided.

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| **Post Details** |
| Job Title of post applied for: |  |
|  Job no:  |  |
| Location/Centre: |  |

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| **Personal Details (Information provided subject to the Data Protection Act 1998)** |
| Title: |  | Surname: |  |
| First name(s): |  |
| Home address: |  | Home phone: |  |
| Mobile: |  |
| Postcode: |  |
| Email:  |  |
| NI Number: |  | (Available from the Department of Work and Pensions) |

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| **Qualifications achieved from secondary, higher and further education (Please start with the most recent and list in chronological order)** |
| Type of qualification (GCSE, NVQ, Degree etc) | Subject title  | Grade | Date achieved(dd/mm/yy) |
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| **Other training, courses and personal development** |
| Name of provider/college | Title of course/training, e.g. First Aid at Work | Qualification/ Level (if relevant) | Date achieved(dd/mm/yy) |
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| **Current or most recent employment** |
| **Note:** If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. |
| Employer name: |  | Salary: |  |
| Job Title: |  |
| Employer address: |  | Start date: |  |
| Leave date: (if applicable)  |  |
| Period of Notice |  |
| Main duties and responsibilities |  |
| Reason for leaving: |  |
| **Previous employment or experience**  |
| Start with the most recent and list in chronological order working backwards. Please explain any gaps in your work history since you left education (e.g. unemployment; career breaks; family; voluntary work; travel etc). |
| Dates (mm/yy) | Employer  | Job title, duties and responsibilities(Include any reason for gaps here) | Reason for leaving |
| From | To |
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| **Membership of Professional Bodies** |
| Body | Grade of Membership | Whether by exam | Date (dd/mm/yy) |
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| **Additional information** |
| The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post and relate your answers to the Person Specification including experience, qualifications, skills and personal qualities.(Please use a separate sheet if required and keep the Additional Information to a maximum of 1500 words) |
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| **Selection requirements** |
| We will make reasonable adjustments to help people with disabilities or specific needs through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know: |
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| **Declaration of criminal convictions** |
| If this post is exempt from the Rehabilitation of Offenders Act 1974, you will be required to disclose all criminal convictions, including any which may be ‘spent’. You should also include details of any cautions, reprimands or final warnings.  **Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences.  Details of the filtering rules can be found at www.gov.uk/dbs** |
| Have you ever been convicted of any criminal offence, whether ‘spent’ or ‘unspent’, as defined in the Rehabilitation Please circleof Offenders Act 1974 or do you have any charges pending? Yes/No If yes, please provide details:  |
| Have you ever been cautioned, reprimanded or received a final warning which although not considered to be Please circlecriminal convictions and become ‘spent’ immediately, must be considered in relation to this exempt post? Yes/NoIf yes, please provide details:  |
| Have you ever been barred or restricted from working with children or vulnerable Adults? Please circle  Yes/No If yes, please provide details:       |
| Any subsequent offer of employment will be subject to a DBS check (enhanced disclosure ) from the Disclosure and Barring Service (DBS) where applicable. This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a DBS check from the DBS and that Newport LIVE will request my authorisation for such a check to be made (Where applicable). |
| **Signature:** |  | **Date:** |  |

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| **Disclosure of interest** |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | Please circleYes/No |
| If yes, please provide details:  |
| The Job Description supplied states if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. |
| If needed, do you have access to transport? | Please circleYes/No |
| If needed, do you have a full current UK driving licence?If needed, do you have the necessary licence to drive a minibus/van? | Yes/No Yes/No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this post be your only employment? | Please circleYes/No |
| If no, please provide details of your other post(s) and the days and hours you work:  |
| Canvassing of our Board Members and employees (asking them to help you get this post), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a Board Member or employee of Newport LIVE your application may be disqualified and, if appointed, you may be dismissed without notice. |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Board Member or employee of Newport LIVE  | Please circleYes/No |
| If yes, please give details:  |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Please circleYes/No |
| If yes, please give details:  |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment due to disciplinary procedure? | Please circleYes/NoYes/No |
| If you answer yes to either of these questions, please give details:  |

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| **References** |
| Please provide 2 references. Do not use friends or relatives.  |
| **Reference 1**: Current or most recent employer(Headteacher or College Tutor if applying for first job) | **Reference 2**: A reference of your choice. |
| Full name: |  | Full name: |  |
| Job title: |  | Job title: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Relationship to you: |  | Relationship to you: |  |
| If you do not wish for the references to be contacted until a provisional offer of employment is made, Please indicate by ticking this box □ |

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| **How we protect your personal information** |
| We keep on file information from the job application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes. |

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| **Your declaration** |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. |
| **Signature** (applicant): |  | **Date:** |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. |
| If you have completed this form on behalf of the applicant, please add your details: |
| Name (printed):  |  | Contact number: |  |

**Thank you** for taking the time and effort to complete this application form.

Please make sure you complete **the equal opportunities monitoring form** and return all documentation in a single email to**:**

**Email:**

**Or via**

**Post: Business Support Officer, Newport LIVE, Regional Swimming Pool and Tennis Centre, Newport International Sports Village, Newport, NP19 4RA**

**Please note that application forms received after the deadline date may not be considered.**

**Job Application**

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| **Equal opportunities monitoring form** |
| We are committed to having a workforce that promotes equality and celebrates diversity. To help us monitor and achieve this, we gather and use information about job applicants and our workforce to continually improve our employment policies and to remove barriers to and within employment. The information you give is confidentially managed and does not affect your job application.It will help us if you provide as much information as possible, but if you do not wish to answer any questions please leave them blank. |
| Job no |  |  |  |  |  |  |  |  |  |
| Job Title |  |
| **Please indicate how you found out about the post?** |
| Newport LIVE Website |  | Job Centre |  |
| Press/publications |  | Word of mouth |  |
| Other, please specify |  |  |  |

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| **What age group are you (years)?** |
| Up to 20 |  | 20-25 |  | 26-30 |  | 31-35 |  | 36-40 |  | 41-45 |  | 46-50 |  |  |
| 51-55 |  | 56-60 |  | 61-65 |  | 66 + |  |  |

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| **What is your title?** |
| Mr |  | Mrs |  | Miss |  | Ms |  |  |
| Other (please specify): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **What is your gender?** |
| Male |  | Female |  |  |

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| **What is your marital status?** |
| Single |  | Married |  | Divorced |  | Civil Partnership |  |  |
| Separated |  | Co-habiting |  | Widowed |  |  |  |  |

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| **How do you describe your religion or belief (if any)?** |
| Buddhism |  | Christianity |  | Hinduism |  | Islam |  |  |
| Judaism |  | Sikhism |  | Non belief |  | Withheld |  |  |
| Other (please specify): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Do you consider yourself to have a disability?** |
| Yes |  | No |  |  |

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| **How do you describe your ethnic origin?** |
| Please read through carefully before selecting the ethnic group that you feel most closely reflects your background. |

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| **White** |
| British |  | Welsh |  | Irish |  |  |
| English |  | Scottish |  |  |  |  |
| Other white background (please specify): |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Mixed** |
| White & Asian |  | White & Black African |  | White & Black Caribbean |  |  |
| Other mixed background (please specify): |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Black or Black British** |
| African |  | Caribbean |  |  |  |  |
| Other black background (please specify): |  |  |  |  |  |  |  |  |  |  |  |

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| **Asian** |
| Bangladeshi |  | Indian |  | Pakistani |  |  |  |
| Other Asian background (please specify): |  |  |  |  |  |  |  |  |  |  |

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| **Chinese or Other ethnic group** |
| Chinese |  | Gypsy/traveller |  |  |  |  |  |
| Other ethnic background (please specify): |  |  |  |  |  |  |  |  |  |  |