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# Employment Application

**Please refer to the guidance notes to help you complete this form**

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| Post applied for: | Finance and Procurement Administrator |
| **Where did you see this post advertised?** |  |

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| --- | --- |
| **Section One** | **NB Information in this section will be used by the Human Resources team to process this application. This section will not be seen by the selection panel.** |

| **APPLICANT DETAILS** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | |  | | Surname (or family name) | | |  | |
| First name(s) | |  | | | | | | |
| Other name(s)  by which you have been known | | | | |  | | | |
| Date of Birth | | | | |  | | | |
| Address  (Including postcode) | | |  | | | | | |
| Contact | Telephone | |  | | | Preferred contact | |  |
|  | Mobile | |  | | |  | |  |
|  | E-mail | |  | | | | | |
| National Insurance Number | | |  | | | | | |

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| **AVAILABILITY** |
| Are there any dates during the next month when you cannot attend for assessment/interview? |
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| **Section Two** | **This section will be passed to the selection panel** |

| **RELEVANT EDUCATION, VOCATIONAL AND PROFESSIONAL QUALIFICATIONS**  **(*if you are successful, qualifications required for the role will be verified*)** | | |
| --- | --- | --- |
| **Qualification(s) achieved** | **Institution where qualification obtained** | **Grade/Level** |
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| **Details of other relevant professional development, training, professional memberships and voluntary experience** |
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| **WELSH LANGUAGE –** Please indicate your current level of ability in the Welsh language | | | | |
| --- | --- | --- | --- | --- |
|  | Fluent/Advanced | Good | Basic/Learner | None |
| Spoken ability |  |  |  |  |
| Written ability |  |  |  |  |

| **EMPLOYMENT HISTORY** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Please provide details for the last 10 years, or any earlier experience if relevant to the post, if you are successful employment history for the last 5 years will be verified using references | | | | | |
| **Current or most recent employer** | | | | | |
| Employer |  | | | | |
| Address  (Including Postcode) |  | | | | |
| Position held |  | | | | |
| Period employed | From | | /    / | To | /    / |
| Notice period |  | | | Annual salary |  |
| Reason for leaving (if applicable) | | |  | | |
| Brief description of duties | |  | | | |
|  | | | | | |

| **Previous employer** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Employer |  | | | | |
| Address  (Including postcode) |  | | | | |
| Position held |  | | | | |
| Period employed | From | | /    / | To | /    / |
| Reason for leaving | |  | | Annual salary |  |
| Brief description of duties | | | | | |
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| **Other employment (including self-employment)** – Please continue on a separate sheet if necessary | | | | |
| --- | --- | --- | --- | --- |
| Previous employers | Position held and brief  details of duties | Period of employment | | Reason for leaving |
|  |  | From | To |  |
|  |  |  |  |  |

| **Additional information about any gaps in career history** |
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| **SUPPORTING STATEMENT (maximum 750 words)** | |
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| Describe how your behaviours, skills and experience meet the requirements of the post as set out in the person specification. Please refer to the guidance notes when completing this statement. | |
|  | |
| Word count |  |

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| **Section Three** | **NB This section will not be seen by the selection panel** |

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| ***EQUAL OPPORTUNITIES***  The information you provide in this section will be used for equality monitoring purposes (further details can be found in the Guidance Document) . | |
| Do you consent to this information being processed, and used anonymously in our Strategic Equality Plan for Equality Monitoring purposes?  (Consent can be removed at any time by giving Estyn written notice) | Yes  No |
| If successful do you consent to this information being processed to create a personnel record, and be used anonymously in the Civil Service Commission compliance return and the Annual Civil Service Employment Survey.  (Consent can be removed at any time by giving Estyn written notice) | Yes  No |

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| **GENDER** | | |
| How do you identify yourself?: |  | Man |
|  | Woman |
|  | Other  If you prefer to use your own term, please specfiy here: \_\_\_\_\_\_\_\_\_\_\_ |
|  | Prefer not to say |
| Is your gender identity the same as the gender you were born with?: |  | Yes |
|  | No |
|  | Prefer not to say |

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| **MARITAL STATUS** | | | |
|  | Married or civil partnership |  | Widowed |
|  | Divorced |  | Other : \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Single |  | Prefer not to say |

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| **PREGNANCY** |

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| Are you currently pregnant or have you been pregnant in the last year? |  | Yes |
|  | No |
|  | Prefer not to say |

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| **DISABILITY** | | | | | |
| **Do you consider yourself to have a disability or a long-term health condition?\*** | | | | | |
|  | Yes | | | | |
|  | No | | | | |
|  | Prefer not to say | | | | |
| \* A person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities. | | | | | |
| **ADDITIONAL INFORMATION FOR DISABLED PEOPLE** | | | | | |
| **Disability Confident Scheme** – Please refer to Section Three of the guidance document for details | | | | | |
| *Are you applying under the Disability Confident Scheme?* | | Yes |  | No |  |
| **Assistance for assessment/interview.** Please advise us of any access, equipment or other practical support requirements you may have so that we can ensure that our selection process is accessible. | | | | | |
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| **NATIONALITY** Note: If you are appointed, documentary evidence will be required to support your answers | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nationality at birth | | | | | | | |
|  | Welsh |  | Northern Irish | | | | |
|  | English |  | British or Mixed British | | | | |
|  | Scottish |  | Other (please specify): | | | | |
| Present nationality (if different) | | | |  | | | |
| Have you ever possessed any other nationality or citizenship? | | | | Yes |  | No |  |
| Are you subject to immigration control? | | | | Yes |  | No |  |
| Are there restrictions on your continued residence or employment in the UK? | | | | Yes |  | No |  |
| If you have answered ‘YES’ to any of the questions above, please give details below: | | | | | | | |
|  | | | | | | | |
| Are you lawfully resident in the UK? | | | | Yes |  | No |  |

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| **ETHNICITY** | | | |
|  | Asian or Asian British - Bangladeshi |  | Mixed White and Asian |
|  | Asian or Asian British - Indian |  | Mixed White and Black African |
|  | Asian or Asian British – Pakistani |  | Mixed White and Black Caribbean |
|  | Asian or Asian British – Chinese |  | Any Other Mixed background |
|  | Any Other Asian backgrounds |  | White |
|  | Black or Black British - African |  | Other ethnic group Arab |
|  | Black or Black British - Caribbean |  | Other ethnic group (please specify): |
|  | Any Other Black backgrounds |  | Prefer not to say |

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| **RELIGION AND BELIEF** | | | |
|  | Buddhist |  | Sikh |
|  | Christian |  | Other religion or belief (please specify) |
|  | Hindu |
|  | Jewish |  | No religion or belief |
|  | Muslim |  | Prefer not to say |

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| **SEXUAL ORIENTATION** | | | |
|  | Bisexual |  | Heterosexual or straight |
|  | Gay man |  | Other - if you prefer to use your own term, please specfiy here\_\_\_\_\_\_\_ |
|  | Gay woman, lesbian |  | Prefer not to say |

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| ***DECLARATION*** | | |
| * I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. * I understand that, if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be rejected or an offer withdrawn. * I understand that if I am employed by Estyn and any incorrect or omitted information relating to this application comes to light, my employment may be terminated. | | |
| Name: |  | |
| Signature\*: |  |  |
| Date: | /  / | |
| **Note: You must sign and date this application form.**  \* If you are submitting this form by e-mail please tick the box and type in your name here. | | |
|  | | |
| **Important: Data Protection Act and the General Data Protection Regulation :** The information you have given on this form will be processed by Estyn its agents and used in accordance with the principles of the Data Protection Act and the General Data Protection Regulation . Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous. If you are appointed, this information will be processed during your employment with Estyn. If you are unsuccessful, your personal data relating to your application will be kept for two years and then destroyed. Further information can be found in Estyn’s privacy notice found [here](http://www.estyn.gov.wales/document/privacy-notice-job-applicants) and the recruitment guidance document. | | |

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| **Submitting your application** |
| Thank you for completing this form.  Please email your completed form to [recruitment@estyn.gov.wales](mailto:recruitment@estyn.gov.wales) |