Stuart Street

Cardiff

CF10 5BW

Stryd Stuart

Caerdydd

CF10 5BW

Tel +44 (0)29 20 475 475

Fax: +44 (0) 29 20 482 517

Email: hr2@techniquest.org

**Application for Employment - Confidential**

The information provided on this application will remain private and confidential and will be used only for the purpose of selection/recruitment. Where the application is successful, Techniquest may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the Data Protection Acts 1984 and 1998. Please also note that Techniquest may approach third parties to verify the information that you have given; this includes the Disclosure and Barring Service. A criminal record will not necessarily be a bar to obtaining a position within Techniquest. By signing this form you will be providing Techniquest with your consent to all these uses. On completion, please return this form to The Head of Human Resources (address above) or email: [hr2@techniquest.org](mailto:hr2@techniquest.org).

**Please type or use black ink to complete this form as it may be photocopied.**

|  |  |
| --- | --- |
| **Position applied for:** | |
| Surname/Family name: | Address: |
| Title (Mr/Mrs/Miss/Ms/Dr): |
| Forenames: |
| Tel No (home): |
| Tel No (mob): | Post code: |
|  | Email: |

**Secondary, Further and Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools and Colleges** | **Dates**  from-to | **Courses studied** | **Exam results/**  **Qualifications** | **Dates** |
|  |  |  |  |  |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of employer** | **Position and responsibilities** | **Dates** | **Reason for leaving** | **Salary** |
|  |  |  |  |  |

**Notice**

|  |  |
| --- | --- |
| Notice required? |  |
| When would you be available to start work? |  |
| Do you undertake any part-time work in addition to your regular employment? |  |
| If YES, please give details. |  |

**Skill information:**

**1. Language**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you can speak Welsh please indicate your capability by ticking relevant box below: | | | | |
| Speaking | Reading | Writing | Translating | None |
| If you can speak any other language please indicate your capability by ticking relevant box below: | | | | |
| Language: | | | | |
| Speaking | Reading | Writing | Translating | None |

**2. Driving**

|  |
| --- |
| Do you have a current Driving Licence? Yes/No |
| If YES please specify type (Car/HGV/Motorbike etc.) |
| Is your Licence free from endorsements? Yes/No |
| If NO, please give details of any points or convictions, including pending convictions. |

**Other information**

|  |
| --- |
| Do you have an Armed Services/Public Duties commitment, which may affect normal working hours?  E.g. JP/Councillor etc.  Yes/No |
| If YES, please give details: |

|  |
| --- |
| Are you currently eligible for employment in the UK?  Yes/No |
| Please state what documentation you can provide in order to demonstrate this. E.g. British Passport, EU passport or ID Card/Birth Certificate or travel document showing an authorisation to reside and work in the UK. |

|  |
| --- |
| How/where did you learn of this vacancy? |
| Have you made an application to Techniquest before?  Yes/No |
| If YES, please give details. |

|  |
| --- |
| Have you ever been convicted of a criminal offence?  Yes/No |
| If YES, please provide details (declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974) |

**Health**

Applications from disabled candidates are welcomed and Techniquest will make every effort to ensure a fair selection process.

|  |
| --- |
| Are you in good health?  Yes/No |
| Please give details of any health/disability problem(s), which may be relevant to the position applied for. |
| Please describe any adjustments which you feel could reasonably be made to the recruitment process to assist your job application. |
| Please describe any adjustments which you feel could reasonably be made to the job itself which would enable you to carry out its duties. |

**Additional Information**

Please give any further information which may support your application. Give details of training courses, relevant experience, hobbies etc.

|  |
| --- |
|  |

**References**

All appointments are subject to the receipt of two satisfactory references, one of which should be from your current employer.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email address: | Email address: |
| **No approach will be made to your referees before an offer of employment is made to you.** | |

|  |
| --- |
| **Declaration** |
| I declare to the best of my knowledge and belief that all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to references, a DBS disclosure, a probationary period and, if Techniquest believes it appropriate, a medical report, all of which must be deemed to be satisfactory by Techniquest. |
| **Signed:** |
| **Date:** |

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