### JOB APPLICATION FORM – PERSONAL DETAILS

The information supplied on this application form will be used in the selection of employees at the Arts Council of Wales. All information will be treated as confidential.

|  |  |
| --- | --- |
| **POST APPLIED FOR** | Personal Assistant |
| Where did you see this post advertised? (Please list all) |       |

|  |
| --- |
| **PERSONAL DETAILS** |
| Full name:       |
| Address:           Post code:       |
| Email:       | Daytime telephone:       |

|  |
| --- |
| **RELATIONSHIPS** |
| Are you related to any member or employee of the Arts Council of Wales? Yes [ ]  No [ ] If ‘YES’, please give details:      |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| Do you have any criminal convictions not regarded as spent (i.e. unspent) under the Rehabilitation of Offenders Act 1974? Yes [ ]  No [ ] If ‘YES’, please describe the offence(s) and date(s) of conviction:      |

|  |
| --- |
| **LEGAL STATUS TO WORK IN THE UK** |
| Do you have the legal right to work in the UK? Yes [ ]  No [ ] If ‘YES’ but there are conditions attached, for example start or finish dates, please give details:     If ‘NO’ what type of permit do you require?      |

|  |
| --- |
| **LANGUAGE SKILLS** |
| Welsh – listening [ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None | Welsh – speaking[ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None | Welsh – reading[ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None | Welsh – writing[ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None |
| English – listening [ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None | English – speaking[ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None | English – reading[ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None | English – writing[ ]  Proficiency[ ]  Advanced[ ]  Intermediate[ ]  Foundation[ ]  Entry Level[ ]  None |
| **KEY** – please refer to the document ‘[Welsh Language Self-Assessment (click here](https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf))’. |
| List any other languages that you can speak, read, write or understand, and your proficiency level of each:      |
| Language preference for this application:Welsh [ ]  English [ ] We welcome correspondence in Welsh as well as English and corresponding in either language will not lead to any delay. (Please note: interview questions and assessments may be held in Welsh and English where the ability to speak Welsh is essential for the role.) |

|  |
| --- |
| **CURRENT MEMBERSHIP OF PROFESSIONAL BODIES** (state class of membership and whether obtained by examination) |
| Body/Examination           | Membership and Grade           | Date obtained           |

|  |
| --- |
| **CURRENT EMPLOYMENT** |
| Name and address of employer:      Employment dates (from/to):       |
| Job title and brief outline of duties:      |
| Reason for leaving:       |

|  |
| --- |
| **PREVIOUS EMPLOYMENT** |
| Name and address of employer:      Employment dates (from/to):       |
| Job title and brief outline of duties:      |
| Reason for leaving:       |
| Name and address of employer:      Employment dates (from/to):       |
| Job title and brief outline of duties:      |
| Reason for leaving:       |
| Name and address of employer:      Employment dates (from/to):       |
| Job title and brief outline of duties:      |
| Reason for leaving:       |

|  |
| --- |
| **REFERENCES** |
| Please give names and addresses of two people who can verify your paid/unpaid employment. One should be your current/most recent employer. If you have not been in paid employment, please give the name and address of the head of your education or training establishment. The information requested will relate to salary, length of service, experience, ability, subjects studied. A personal reference is not required. Internal applicants are required to provide details of their ACW line manager only. |
| Name:       | Name:       |
| Job title:       | Job title:       |
| Relationship to you:       | Relationship to you:       |
| Address:      Telephone:      Email:       | Address:      Telephone:      Email:       |
| Please indicate their preferred language of correspondence:Welsh [ ]  English [ ]  | Please indicate their preferred language of correspondence:Welsh [ ]  English [ ]  |
| When may we request a reference:At any time [ ] Only after an offer of employment [ ]  | When may we request a reference:At any time [ ] Only after an offer of employment [ ]  |
| **ALL APPOINTMENTS ARE SUBJECT TO RECEIPT OF SATISFACTORY REFERENCES** |

|  |
| --- |
| **AVAILABILITY** |
| Are there any dates during the next 2 months that you cannot attend for interview?     If appointed to this post, when would you be able to start work?     If you have holiday or similar commitments, please give the dates:      |

### Please also complete the Essential Knowledge, Experience and Attributes section of this application form below.

### Essential Knowledge, Experience and Attributes

Referring to each of the criteria listed in the Knowledge, Experience and Attributes section of the job description, please state in the form below how your qualifications, experience and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid, voluntary work.

The criteria are split in to essential and desirable elements. The short-listing panel will need to know how you meet the requirements and will base their decision on the information you provide here. Please provide your information in the same order as the criteria in the Knowledge, Experience and Attributes section of the job description.

Please note that the box will expand as you write in it.

|  |
| --- |
| **Personal statement – maximum 1000 words** |
|       |

Declaration

|  |
| --- |
| Please return this completed form in Word format electronically to: HR@arts.wales Application forms and references (if requested) are kept for six months in case of other vacancies, and are then destroyed, unless you specifically ask that your details are destroyed sooner. All information will be treated in a confidential manner and seen only by those involved in the recruitment process. Any copies made will be destroyed after interview. If successful, an application will be retained electronically in the personnel file by the Human Resources Department. No other copies will exist. Notes made at shortlisting and at interview will be destroyed after the interviews are completed. The only further information stored after interview will be the reason why an applicant was not appointed. Interviewees are welcome to contact the Human Resources Department to request feedback about their interview. |
| To the best of my knowledge the information on this form is correct. I give my consent to the information provided by me on this form being used in the Arts Council of Wales’ recruitment process.**Signature:**        **Date:**       |
| The Arts Council of Wales is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information you may contact Alyn Coleman, Head of Finance and Accounting services, at alyn.coleman@arts.wales  |