

APPLICATION FORM - GUIDANCE NOTES

Please read these notes carefully before completing the application form.

Introduction

These notes are provided to help you complete an application form for a job with **BAVO**. Your application form will provide us with the only information that we will use in deciding whether or not to invite you for an interview. Shortlisting will be carried out by the selection panel, who will relate the information that you provide to the requirements set out in the person specification, and the duties set out in the job description.

Please bear in mind the following points:

- a) It is essential that you complete all parts of the application form in full.
Please do **NOT** use additional paper to answer the questions.
- b) Please do **NOT** send a CV, nor phone **BAVO** for further information.
- c) Please use black ink or typescript - to aid photocopying.
- d) Please note that page 1 of the application form will not be used in the selection of candidates for interview: it will only be referred to when the selection for interview has been made.

Page 1

It is helpful to have both your home & work phone number (if relevant) so that we can contact you quickly if you are shortlisted for interview or selected for the post. We will not phone you at work if asked not to. Please indicate this on the form.

References will only be sought if you are offered the post. Please make sure, when selecting referees, that they know you well enough to give a full opinion about your capabilities in line with the person specification and job description.

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Please provide all relevant information on your education from age 11 and any educational opportunities you have taken up since leaving school - for example, retaking of exams as an adult, professional training courses, degree or other courses. Please include the name of the institution and dates.

Page 3

Please provide details of your present and previous employment. This might include paid or unpaid work. Please state what position you held and a brief description of the main duties.

Page 4,5,6 and 7

Please demonstrate how you meet the requirements set out in the person specification and job description. It is important that you answer this question fully, but concisely, as this will determine whether or not you are selected for interview.

Please do not use additional paper, but confine your responses to the space provided.

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Criminal convictions: under the Rehabilitation of Offenders Act 1974, an individual who has had a conviction(s) may, with certain exceptions, be allowed to treat the conviction as if it had never occurred. A conviction will become 'spent' where the person has not, after a period of time, committed another serious offence. Under the Act, a conviction cannot be regarded as spent if it incurred a sentence of more than two and a half years in prison. It will be regarded as spent after 10 years if it incurred imprisonment or corrective training for more than six months but less than 13 months. Imprisonment of less than 6 months is considered spent after 7 years. The rehabilitation period for fines or other sentences is 5 years. The Act also specifies rehabilitation periods for sentences resulting from disciplinary proceedings in HM's service.

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Health & disability: please detail any issues that you feel **BAVO** should know about that may have a bearing on your ability to do the job - for example, the need for aids and adaptations. This will not prejudice your application in any way.

Please complete all remaining sections and sign the form.

Equal opportunities monitoring form

We would be grateful if you would fill in this form, as it will help in the implementation of **BAVO's** Equal Opportunities recruitment policy. Please return it with your application form. The information will be treated as confidential and will not be considered as part of your application for this post.

APPLICATION FOR EMPLOYMENT

Please read the enclosed Guidance Notes before completing this form.
 Please complete **ALL** sections of this form, using **black ink or typescript**.
 Please do **NOT** enclose a CV, or other additional information.

APPLICATION FOR POST OF:

1. PERSONAL DETAILS (IN BLOCK LETTERS)

SURNAME **FIRST NAME**

ADDRESS

TELEPHONE NO: **Home** **Work**

Are you aged between 16 - 65 (inclusive)? **Yes** **No**

2. REFEREES

Please give the names and addresses of two referees, who should not be related to you, one of whom should be your present employer or latest employer. Your other reference may be a tutor, volunteer work supervisor or similar.

References will be taken up prior to interview unless you indicate otherwise below

Current Employer	Other
<i>Should be your current/last Employer or Manager</i>	<i>Please state relationship (should not be family member providing a reference)</i>
Name.....	Name.....
Title.....	Address.....
Address.....
.....	Tel/email.....
.....	Capacity known to you.....
Tel/email	Can we take up a reference before interview?
Can we take up a reference before interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

3. EDUCATION AND TRAINING

Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate.

4. CURRENT AND PREVIOUS EMPLOYMENT

(Please include paid and unpaid work)

Present or most recent employer/organisation

NAME	ADDRESS	JOB TITLE AND BRIEF DETAILS OF POST	FROM	TO	REASON FOR LEAVING

Present/latest Salary level: £ _____ pa	Present/latest salary scale _____
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Previous employers/organisations

NAME	ADDRESS	JOB TITLE AND BRIEF DETAILS OF POST	FROM	TO	SALARY	REASON FOR LEAVING

5. Please show how your paid and unpaid work experience, qualifications, training and life experience meet up to the requirements of the person specification and job description.

1. Experience

1. Experience contd.....

2. Knowledge

3. Skills

Skills cont.....

4. Attitudes

6. CRIMINAL CONVICTIONS

BAVO wishes to ensure that it does not discriminate against ex-offenders. However, we recognise that many of our posts, for example - those that involve handling money, may place ex-offenders in a potentially vulnerable position unless consideration of the person's background has been made. For this reason we ask you to complete the following section.

Have you ever been convicted of a criminal offence? Are you, at present, the subject of criminal charges?

Yes No

If your answer was yes, please give details of date(s) of offence(s) and sentence(s) passed:

NB. Offences which would be deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared.

7. HEALTH AND DISABILITY

Are you aware of any health or disability issues that may affect you in carrying out the duties specified in the job description?

Yes No

If yes, please give details.

8. OTHER

How did you hear of this post?

If successful, when could you take up this post?

Are you, to your knowledge, related to any staff member or Executive Committee member of **BAVO**?

Yes

No

9. DECLARATION

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

Signed:.....Dated:.....

Please return this form to:

**Heidi Bennett, Assistant Director,
BAVO, 112-113 Commercial Street MAESTEG CF34 9DL**

Please ENSURE you have clearly marked on the envelope and the application form which post you are applying for .

EQUAL OPPORTUNITIES MONITORING FORM

This information, which will only be used for monitoring purposes will be treated as confidential, and will be separated from your application form on receipt and before consideration of the candidates takes place.

There is no obligation to complete this form, but doing so will help **BAVO** to recruit within an Equal Opportunities framework.

APPLICATION FOR POST OF:

WHERE DID YOU SEE THIS POST ADVERTISED:

Using the following classification, how would you describe your ethnic origin?

BLACK

WHITE

OTHER (please specify)

Caribbean

European (incl. UK)

African

Asian

Other (Please specify)

Other (Please specify)

Are you disabled? **Yes** **No**

If yes, please state nature of disability:

Gender: Female

Male

Age

Sexuality Gay

Heterosexual

Lesbian

Bisexual

Do you speak Welsh?