

Internal use only

Ref:



Bridgend Association of Voluntary Organisations
Cymdeithas Sefydliadau Gwirfoddol Pen-y-bont ar Ogwr

Application for employment (Confidential)

Section A

Please read the enclosed guidance notes before completing this application form.

Application for the post of:

This page will not be used for short-listing purposes and will be separated from Section B upon receipt.

Personal details

Name(s):

Surname:

Address:

Post code:

Email:

Tel (home):

Tel (work):

Mobile:

References:

Please give us the name, address and status of **two referees** who are willing and able to provide a reference for you. One of whom should be your present or most recent employer (unless you have not worked before) and one other who is able to describe your suitability for this post.

References are normally taken up when the candidate is invited for interview. If you do not wish referees to be contacted prior to interview please tick the appropriate boxes.

Current/most recent employer**Name and address****Tel:****Email:**

Capacity known to you?

Contact prior to interview?

Yes

No

Referee No. 2**Name and address****Tel:****Email:**

Capacity known to you?

Contact prior to interview?

Yes

No

Additional information:

Where did you learn of this vacancy?

As defined under unspent criminal convictions of the Rehabilitation of Offenders Act 1974, please give details of any convictions for criminal offences:

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

Are you free from immigration control and able to remain and work indefinitely in the UK?

Yes

No

Do you have a current full drivers licence? Yes No

What is your current notice period?

Other

Are you, to your knowledge, related to any staff member or Board of Directors of BAVO?

Yes

No

If YES, please state:

Name:

Capacity known to you:

Data Protection Act 1998

All or parts of the information on this form may be stored on computer files and used for the purpose of personnel administration. Such use will be subject to the provisions of the Data Protection Act 1998.

Declaration:

I declare that the information given in this application is accurate and true. I understand that providing misleading or false information may result in disqualification from appointment or dismissal.

Signature:

Date:

Section B

Education and training

Name of school/college:

Qualification and grade

Dates

Employment history

Present or most recent employment:

Name and address of employer:

Position held:

Brief description of duties:

Date started:

Period of notice required:

OR leaving date:

Salary:

Reason for leaving, or for wishing to leave:

Previous employment (from most recent first):

Date from and to:	Employer:	Job title and brief detail of duties:	Salary	Reasons for leaving
From: To:				

Skills/knowledge/experience

Please use this section to show how your experience, skills and training gained both in paid employment and in voluntary work, or through study, make you suitable for this post. Please ensure that you have read the job description and person specification for the post thoroughly and have given sufficient information to **describe how you meet the requirements set out in the person specification. Please give examples rather than broad statements.** The information you give here will play a crucial part in the decision whether or not to interview you.

Skills/knowledge/experience

Skills/knowledge/experience

CVs are not accepted for employed roles.

Please return (together with equalities form) marked with the job title to:

BAVO
112-113 Commercial Street, Maesteg, CF34 9DL
T: 01656 810400
E: bavo@bavo.org.uk

Company no: 07691764 Charity Registration no: 1146543



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Equal Opportunities Monitoring Form

BAVO is committed to equal opportunities and is fully aware of legislation surrounding this. BAVO wishes to reassure applicants that this form will not be used at any stage of the recruitment process and will be separated from the application form immediately on its receipt. Any information given on this form will remain confidential and will only be used for monitoring purposes to assess the effectiveness of our equal opportunities and diversity policy.

Post applied for: _____

Gender

How would you define your gender? *Please tick as appropriate:*

Male	
Female	
Other (please state)	
Prefer not to say	

Age

How would you define your age? *Please tick as appropriate:*

Between 16 – 18	
Between 19 – 25	
Between 26 – 40	
Between 41 - 49	
Between 50 - 65	
Over 66 +	
Prefer not to say	

Disability

Do you consider yourself to have a disability? *Please tick as appropriate:*

Yes		No		Prefer not to say	
If yes, please provide details here:					

Sexual orientation

How would you define your sexual orientation? *Please tick as appropriate:*

Gay	
Lesbian	
Heterosexual	
Bisexual	
Prefer not to say	

Ethnic group

To which of these ethnic groups do you consider you belong? *Please tick as appropriate:*

White	
British	
English	
Irish	
Scottish	
Welsh	
Gypsy/Roma/Traveller community	
Other White background (please state):	
Mixed heritage	
White and Black Caribbean	
White and Black African	
White and Asian	
Other mixed heritage background (please state):	

Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Other Asian background (please state):	
Black or Black British	
Caribbean	
African	
Other Black background (please state):	
Chinese or other ethnic group	
Chinese	
Other ethnic group (please state):	
Prefer not to say	

Religion or belief

Do you have a religion or belief?

Yes		No		Prefer not to say	
If yes, please specify here:					

07.07.21 © BAVO



112-113 Commercial Street
 Heol y Fasnach • Maesteg CF34 9DL
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 E: bavo@bavo.org.uk • www.bavo.org.uk

Company No / Rhif y cwmni: 07691764
 Charity registration number / Rhif cofrestru elusen: 1146543