

CONFIDENTIAL APPLICATION FORM

SAFER MERTHYR TYDFIL - JOB APPLICATION FORM

1. POST DETAILS

Post applied for: DRIVE CASE MANAGER

2. PERSONAL DETAILS

Surname: _____ Forename: _____

Previous surname: _____ N.I. Number: _____

Address: _____

_____ Post Code _____

Telephone (daytime): _____ (evenings): _____

Email address: _____

Do you require a work permit?: YES/NO

Do you own a car? YES/NO Do you hold a full clean license: YES/NO

3. EMPLOYMENT HISTORY

Name and Address of present or most recent employer:

Date Started: (DD/MM/YYYY) _____

Date of Leaving (if applicable): (DD/MM/YYYY) _____

Amount of Notice Required: _____

Position held: _____

Present Salary: (please state basic and bonus) _____

Write a brief description of your present duties/responsibilities stating to whom you report (i.e.) their position and, if appropriate, who reports to you. (You may attach a simple diagram of your position to illustrate this).

4. PREVIOUS EMPLOYMENT

Please show your most recent first, accounting for any breaks in employment. Continue on a separate sheet if necessary.

Date From	Date To	Name and Address of Employer	Job Title and Salary
__/__/____	__/__/____	_____	_____
Reason for Leaving		Reason for gaps in history	
_____	_____	_____	
Date From	Date To	Name and Address of Employer	Job Title and Salary
__/__/____	__/__/____	_____	_____
Reason for Leaving		Reason for gaps in history	
_____	_____	_____	
Date From	Date To	Name and Address of Employer	Job Title and Salary
__/__/____	__/__/____	_____	_____
Reason for Leaving		Reason for gaps in history	
_____	_____	_____	

5. EDUCATION AND TRAINING

Please state the qualification(s) that you have obtained, the grade(s) and the date(s).
(You will be required to provide evidence prior to appointment of all qualifications referred to).

Qualification	Date	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER TRAINING (to include any courses currently being undertaken)

Please give details (e.g.) short courses, relevant specialist training, continuing on a separate sheet if necessary).

Course Title	Date Attended	Course Title	Date Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MEMBERSHIP OF PROFESSIONAL OR TECHNICAL ASSOCIATIONS (where appropriate)

Name of Professional or Technical Association	Entry Date Membership	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. CRIMINAL OFFENCE

Have you ever been convicted of a criminal offence? YES/NO

If yes, please provide details including dates _____ Date _____

NB: It is the policy of Safer Merthyr Tydfil that ALL APPLICANTS, for types of employment which are exempt from the Rehabilitation of Offenders Act 1974 under the (Exceptions) Order 1975, WILL be subject to a Criminal Records Bureau disclosure.

7. DISCIPLINARY

Are you currently under a disciplinary investigation/or warning? YES/NO

If yes, please provide details _____

NB: Any previous disciplinary warnings will not automatically disbar applicants.

8. REASONS FOR APPLYING FOR THIS POST

Please demonstrate your suitability by relating your application to any skills, qualifications, training and experience (both through paid employment and otherwise) you have which are relevant to the job for which you are applying. Please link information given to the content of the job description and personal specification.

NB: Please continue on separate sheets and attach securely.

9. REFERENCES

External candidates: Please complete both boxes below and supply names and addresses of 2 people, who should not be related to you, from whom references can be obtained. One should be your most recent employer (or teacher/tutor in the case of a college/school leaver) and the other, preferably, a previous employer.

Internal candidates: NB: references from shortlisted candidates may be taken up prior to an interview unless you wish otherwise (see below).

Please indicate if you are known to your referee by another name.

Name	_____	Name	_____
Address	_____ _____ _____	Address	_____ _____ _____
Email:	_____	Email:	_____
Telephone	_____	Telephone	_____
Occupation	_____	Occupation	_____
Capacity in which known to you	_____	Capacity in which known to you	_____

May references be taken up prior to interview? YES/NO May references be taken up prior to interview? YES/NO

(We reserve the right to take up references with any previous employer)

Please give times of when you would be unavailable for interview

Declaration

I hereby declare that the information provided on this form is correct to the best of my knowledge. I accept that SMT can terminate my employment if I willfully neglect or misdirect Safer Merthyr Tydfil in submitting this application.

Signature of Applicant

Date

Please return this form to:

DRIVE
Darren O'Connell
Safer Merthyr Tydfil
Voluntary Action Centre
89-90 High Street
MERTHYR TYDFIL
CF47 8UH

Telephone: (01685) 353999
E-Mail: doc@smt.org.uk

Applications close 5:00 pm on Friday, 15th January 2021
Interview date to be confirmed

