**APPLICATION FORM**

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| **Vacancy Applied for**  **Clerk to the Council and Company Secretary** | **Application reference number *(for office use only)*** |

Our Employment Privacy Notice is available on the ‘Jobs’ page of the Addysg Oedolion Cymru | Adult Learning Wales website at: [https://www.adultlearning.wales/en/about/jobs .](https://www.adultlearning.wales/en/about/jobs%20.)    
Unsuccessful applications will be retained for six months.

Please ensure that **all** sections of this form are completed. Please refer to the guidance document on completion of application forms at the end of the application pack.

**Please indicate if you are able to make the follow interview dates (please tick all that apply):**

**​​ Monday 21st October**

**​​​ Tuesday 22nd October**

**Unable to attend either date please indicate availability below**

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**Are you able to travel to Cardiff for your interview? This is for our information only, this is not part of the selection requirements.**

**​​​ Yes**

**​​ No**

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| **Personal Statement** | | |
| **Please outline your suitability for the post, referring closely to the person specification when writing your personal statement.**  **Please Continue on a separate sheet if necessary.** | | |
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| **Membership of Professional Bodies** | | | |
| **Name of Body** | **Grade of Membership** | **Admission Date** | |
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| **Training and Personal Development** | |
| **Please indicate any training and personal development activities you have undertaken which you feel are relevant to your application**  **Training/CPD undertaken Date** | |
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| **EMPLOYMENT HISTORY**  **Please give details of employment to date including voluntary work in chronological order starting with your current or most recent employment**.  **Please continue on a separate sheet if necessary** | | | | |
| **Dates** | | **Employer** | **Brief outline of Duties and Responsibilities** | **Reason for leaving** |
| **From:** | **To:** |
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| **QUALIFICATIONS**  **Please indicate relevant academic and teaching qualifications.** | | | |
| **Academic Qualifications** | | | **Date Achieved** |
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| **Teaching Qualifications** | | | **Date Achieved** |
|  | | |  |
| **Basic Skills/ESOL qualification (please specify)** | | | |
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| **Welsh Speaker** | Yes/No | | |
| **Welsh Writer** | Yes/No | | |
| **Some Welsh** | Yes/No | | |
| **Other Languages** |  | | |
| **Please state your preference of language for future communication** | English | Welsh | |
| **Please indicate your preferred method of communication should your application be successful** | Email | letter | |
| **Please state your preference of language for interview should your application be successful:**  **\*Please note this may be provided through simultaneous translator** | English | Welsh\* | |
| **Are you able to provide evidence of your eligibility to work in the UK?** | Yes/No  (for more information please contact HR Department) | | |
| **Do you have a full driving license?** | Yes/No | | |
| **Do you have access to a vehicle** | Yes/No | | |

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| **Please indicate where you heard of this vacancy specifying the website/publication** |
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| **CLOSE PERSONAL RELATIONSHIPS** | |
| Close personal relationships are defined as follows: romantic/sexual relationships; family relationships; business/financial/commercial relationships; and close friendships.  These include:   * Spouse/partner * Dating couples * Parents/in laws/Step parents * Children/Step children * Siblings * Grandparents and grandchildren * Aunts, uncles and cousins * Close friends | |
| **Do you have a close personal relationship with an existing member/s of Addysg Oedolion Cymru | Adult Learning Wales staff?** | Yes/No |
| **If yes, please describe the nature of this relationship:** |  |

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| **REFERENCES** | |
| Please provide in full, the name, address (including post code) and telephone number of two references, one of which should be your most recent employer where possible.  References will be requested for all **successful** applicants. | |
| **REFEREE 1.** | |
| **Organisation name:** |  |
| **Name of Referee:** |  |
| **Job title or Relationship:** |  |
| **Organisation address:** |  |
| **Email address/telephone number:** |  |
| **REFEREE 2.** | |
| **Organisation name:** |  |
| **Name of Referee:** |  |
| **Job title or Relationship:** |  |
| **Organisation address:** |  |
| **Email address/telephone number:** |  |

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| I give my permission for the above referees to be contacted in order for references to be obtained, should my application be successful.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PLEASE NOTE – on appointment by the Adult Learning Wales you will need to provide original copies of qualification certificates and proof of your eligibility to work in the UK.

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| We only accept applications  via email please return to:-[**Recruitment@adultlearning.wales**](mailto:Recruitment@adultlearning.wales)  or  Via the position link on our [Website](https://www.adultlearning.wales/en/jobs)  Addysg Oedolion Cymru / Adult Learning Wales is an equal opportunities employer |

**EQUAL OPPORTUNITIES MONITORING FORM**

***Please note that this form will be removed from your application and will not be taken into consideration during the recruitment process.***

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| **Vacancy Applied for:** | | | | | | **Application reference number *(for office use only)*** | |
| **Clerk to the Council and Company Secretary** | | | | | |  | |
| **SECTION 1** | | | | | | |
| **PERSONAL DETAILS** | | | | | | |
| **Title:** | **First name:** | | | | **Last name:** | |
| **Address including postal code:** | | | | | | |
| **Daytime Telephone Number** | | |  | | | |
| **Mobile Telephone Number** | | |  | | | |
| **Email Address:**  Please note that your email address will be used as a primary source of communication wherever possible, so please ensure its accuracy | | |  | | | |
| **EQUAL OPPORTUNITIES MONITORING** | | | | | | |
| We would be grateful if you take the time to provide us with the equal opportunities information detailed below. We collect this information to monitor and evaluate distribution of diversity across the Adult Learning Wales. We also use this information to ensure that we comply with legislation.  **Please indicate the categories which you feel most appropriately describe yourself.** | | | | | | |
| **What is your gender?** | | Man  Woman  Non-binary  Prefer not to say | | | | |
| **If you prefer another term, please enter it here:** | | | | | | |
| **What is your date of birth?** | |  | | | | |
| **What is your religion or belief?** | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No religion or belief |  | Atheist |  | Buddhist |  | | Christian |  | Hindu |  | Sikh |  | | Muslim |  | Jewish |  | Prefer not to say |  | | | | | |
| **If you have another religion or belief not on this list, please enter it here:** | | | | | | |
| **Are you married or in a civil partnership?** | | Married  Civil Partnership  Prefer not to say | | | | |
| **Race and Nationality** | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | White Welsh | White English | | | | | White Scottish | | | | | White Northern Irish | | | | White Irish | White British | | | | | White Gypsy or Irish Traveller | | | | | | | | | Any other white background, please enter it here: | | | | | | | | | | | | | | | Asian/Asian British | | Indian | | | Pakistani | | | | Bangladeshi | | | | Chinese | | Any other Asian background, please enter it here: | | | | | | | | | | | | | | | Black/African/Caribbean/Black British | | | | | | | | African | | | | Caribbean | | | Any other Black/African/Caribbean background, please enter it here: | | | | | | | | | | | | | | | Mixed/multiple ethnic groups | | | White and Black Caribbean | | | | | | | | | | | | White and Black African | | | | White and Asian | | | | | | Asian and Black Caribbean | | | | | Asian and Black African | | | | | | | | | | | | | | | Any other mixed background, please enter it here: | | | | | | | | | | | | | | | Other ethnic group | | | | | | | Arab | | | | | | | | Any other ethnic group, please enter here: | | | | | | | | | | | | | | | Prefer not to say | | | | | | | | | | | | | | | | | | | | |
| **What is your sexual orientation?** | | | Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say | | | |
| **If you prefer to use your own term, please specify here:** | | |  | | | |
| **Disability** | | | | | | |
| Do you consider that you have a disability under the Equality Act 2010? | | | | Yes  No  Prefer not to say | | |
| **If yes, what is the nature of the disability? Please enter here:**  \*\* Please not that this information is being sought for monitoring purposes. If you require adjustments to your job because of your disability, please talk to your line manager \*\*  *Applicants with a disability who successfully secure an interview will be given the opportunity to discuss how we can accommodate their needs both during the recruitment process and in the event that they secure employment with the Addysg Oedolion Cymru | Adult Learning Wales.* | | | | | | |
| **Do you have caring responsibilities? If yes, please tick all that apply.**  None    Primary carer of a child/children (under 18)  Primary carer of a disabled child/children  Primary carer of a disabled adult (18 and over)  Primary carer of an older person  Secondary carer (another person carries out the main caring role)  Prefer not to say | | | | | | |

