

ADDITIONAL INFORMATION**Please use up to two additional sheets of paper if required**

Please describe why you feel you are suited to the position (e.g. Personal attributes, relevant experiences etc.)

REFEREES

Please give details of two people (not relatives) who we could approach for references, one of whom should be your current or most recent employer. Please ensure you have obtained their permission prior to submission.

Name:	Name:
Job Title	Job Title
Address	Address
Tel. No	Tel. No
Capacity in which you are known to the referee	Capacity in which you are known to the referee

Please describe how you occupy your leisure time (hobbies, interests etc.)

Please give details of any voluntary organisation, committee, council or professional bodies which you are involved with

Do you speak Welsh? Yes / No

How would you describe your abilities?

First Language -fully competent in written & spoken Welsh
Limited conversational Welsh

Confident in spoken Welsh.

Beginner

Do you have a current full driving licence (Yes / No) ?

Please list any endorsements / convictions

Customer Service receptionists, E.T.A.s, Support Workers, Careers Advisers and Personal Advisers involve working with young people. For such posts, under the rehabilitation of Offenders Act 1974, you are required to declare all convictions, whether spent or not.

Do you have any convictions ? YES / NO **If yes** please detail below:-

Are you involved in any current or impending court proceedings? (Yes / No).

If yes, please give details

Data collected from these forms and any interview will be used to assist us with our recruitment process and may be retained in paper or electronic format. Some of the data is considered sensitive under the Data protection Act (sex & race). This information will be used to assist us with recruitment monitoring. It will also be retained on the personnel file of the appointee. By signing this form you give Careers Wales North East consent to use the data in the manner described above.

I declare that to the best of my knowledge that the information given on this form is true and understand that any false information may lead to dismissal from any appointment

Signed Date.....

