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|  | **Recovery Cymru**  **Job Application** |  |

## Please complete in black ink or type

**Application for the post of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Forename(s) ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mr/Mrs/Miss/Ms)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note, The Asylum and Immigration Act 1996 makes it a criminal offence to employ a person who is not entitled to live or work in the UK. All shortlisted candidates will be asked to produce documentary evidence to establish this entitlement.

Confirmation of employment is also subject to satisfactory outcomes resulting from a Disclosure and Barring Service check. Recovery Cymru is an equal opportunities employer and criminal convictions will not necessarily preclude you from this post.

Please note – CV’s in lieu of application forms will not be accepted. CV’s may be sent with completed application forms.

**Please email typed or digitally completed application forms to:**

**recruitment@recoverycymru.org.uk**

**Should this be an issue, please contact us.**

*Invites to interview will be sent by email. if you do not have an email address, please indicate clearly on the form above, the best way to inform you of an interview date. Unsuccessful applicants will be notified by email if provided above. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.*

# I PERSONAL DETAILS

|  |
| --- |
| Have you ever been convicted of a criminal offence? YES/NO  If yes, please give details of dates/offences/sentences  **NB.** Due to the nature of the work undertaken and the duty of care to members Recovery Cymru is exempt from the spent convictions’ clause of the Rehabilitation Offenders Act 1974. This exemption requires that applicants must declare all spent or unspent convictions. |

## II EDUCATION

1. General Education

|  |  |  |
| --- | --- | --- |
| Name and Address of School | From/to | Qualifications gained  (level & grade) |
|  |  |  |

2. **FURTHER / HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & address of  College/university | From/to | Full/  Part-time | Qualifications  obtained |
|  |  |  |  |

3. **TRAINING AND DEVELOPMENT (relevant to your application)**

|  |  |  |  |
| --- | --- | --- | --- |
| Course title | From/to | Course provider | Summary of content |
|  |  |  |  |

4. **MEMBERSHIP OF TECHNICAL OR PROFESSIONAL BODIES**

|  |
| --- |
|  |

## III PRESENT AND PREVIOUS OCCUPATIONS / VOLUNTARY WORK

Please give details of your occupations / voluntary work starting with the most recent

|  |  |  |  |
| --- | --- | --- | --- |
| Employers name and  Address | From/to | Position held and brief  Descriptions of duties | Reason for  Leaving |
|  |  |  |  |

**REFERENCES**

|  |  |
| --- | --- |
| All offers of employment are subject to receipt of satisfactory written references.  Please provide the details of two referees, one of whom should be your present  or most recent employer / voluntary organisation or academic referee if more appropriate. | |
| Name:  Position:  Address:  Email address:  Telephone:  Capacity in which known: | Name:  Position:  Address:  Email address:  Telephone:  Capacity in which known: |

## IV ADDITIONAL INFORMATION

|  |
| --- |
| Please explain how you meet the **requirements of the person specification** and give us any further information about yourself that you think relevant to the post and the application. You may attach a separate sheet if necessary. |

**If offered employment, how soon would you be able to commence work?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| I declare that the information provided on this form is correct to the best of my knowledge  and understanding that any information submitted in connection with my employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal  without notice. | |
| Signed: | Date: |

The following page contains an Equal Opportunities Form. We would appreciate your completion of this.

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your ethnic group?** |  | | |
| **White** | **Black or Black British** | **Mixed Ethnic** | **Asian or Asian British** |
|  |  |  |  |
| Do you consider yourself to be a  disabled person? |  | | |
| Are you a Welsh speaker? |  | | |
| What is your sexual orientation? |  | | |
| What is your gender? |  | | |
| Is your gender identity the same as it was at birth? |  | | |
| What is your Religion or Belief(s)? |  | | |
| What is your age? |  | | |
| What is your situation?  *Tick as many as are applicable* |  | | |
| Recovery Cymru will aggregate and store the information, given on this form, either on computer or as a manual record for a maximum of 24 months. We will only use it to monitor how our equal opportunities and related monitoring requirements are put into practice.  We will not use it for any other purpose or reveal it to any other organisation except under our statutory obligations. | | | |