|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE YOU ARE APPLYING FOR:** | | | | | | | |
| **HOW DID YOU HEAR ABOUT THIS VACANCY?** | | | | | | | |
| PERSONAL DETAILS | | | | | | | |
| **SURNAME:** | | | **FORENAMES:** | | | | |
| **ADDRESS:** | | | **POSTCODE:** | | | | |
| **EMAIL ADDRESS:** | | | **TEL No:** | | | | |
| ***OTHER*** | | | | | | | |
| **WHAT IS YOUR NOTICE PERIOD?** | | | | | | | |
| **ARE YOU A WELSH SPEAKER: YES NO**  **LEVEL OF PROFICIENCY: FLUENT LEARNER**    **ARE YOU ABLE TO: SPEAK WELSH WRITE WELSH** | | | | | | | |
| **DO YOU HOLD A FULL U.K. DRIVING LICENCE?**  **YES NO** | | | | **DO YOU HAVE ACCESS TO AN INSURED VEHICLE?**  **YES NO** | | | |
| **PLEASE DISCLOSE ANY POSSIBLE CONFLICTS OF INTEREST IE SCHOOLS AND/OR BUSINESSES YOU WOULD BE UNABLE TO WORK WITH DUE TO CLOSE PERSONAL RELATIONSHIPS:** | | | | | | | |
| ***EMPLOYMENT HISTORY*** | | | | | | | |
| **PLEASE LIST YOUR EMPLOYMENT HISTORY BEGINNING WITH THE MOST RECENT.** | | | | | | | |
| **EMPLOYER NAME** | **EMPLOYMENT DATES (FROM-TO)** | | | | **ROLE & BRIEF RESPONSIBILITIES** | | **REASON FOR LEAVING** |
|  |  | | | |  | |  |
| ***EDUCATION*** | | | | | | | |
| **SCHOOL/EDUCATION ESTABLISHMENT ATTENDED** | | **DATES**  **(FROM-TO)** | | | | **RESULT** | |
|  | |  | | | |  | |
| ***COURSES AND FURTHER EDUCATION (TRAINING AND/OR PROFESSIONAL QUALIFICATIONS)*** | | | | | | | |
|  | |  | | | |  | |

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| **ADDITIONAL INFORMATION**  USING THE JOB DESCRIPTION AND PERSON SPECIFICATION, USE THIS AREA TO INFORM US HOW YOUR EXPERIENCE/ABILITY/SKILLS MATCH THE COMPETENCIES REQUIRED. |
| ***ADJUSTMENTS*** |
| **ARE THERE ANY ADJUSTMENTS/SPECIFIC NEEDS YOU REQUIRE, FOR YOU TO ATTEND AN INTERVIEW? YES NO**  **IF SO, PLEASE PROVIDE DETAILS:** |
| ***DECLARATION*** |
| I CERTIFY THAT THE PARTICULARS GIVEN IN THIS APPLICATION ARE CORRECT AND ACCEPT THAT IF, IN CHECKING, THEY ARE FOUND TO BE INCORRECT, MY APPLICATION MAY BE REJECTED OR IF EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED FOR GIVING FALSE INFORMATION.  **SIGNED:**  **DATE:** |
| IMPORTANT |
| PLEASE NOTE THAT COMPLETION OF THIS FORM NEITHER CONSTITUTES NOR GUARANTEES AN OFFER OF EMPLOYMENT.  **I AM HAPPY FOR MY INFORMATION TO BE STORED SECURELY BY PORTAL TRAINING FOR 6 MONTHS AFTER THE DATE OF APPLICATION AND/OR INTERVIEW IF UNSUCCESSFUL WITH MY APPLICATION.**  **YES** **NO**  **PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:**  **HR DEPARTMENT**  **PORTAL TRAINING**  **OCEAN PARK HOUSE EAST TYNDALL STREET CARDIFF**  **CF24 5ET**  [**recruitment@portaltraining.co.uk**](mailto:recruitment@portaltraining.co.uk) |