

APPLICATION FORM

ROLE YOU ARE APPLYING FOR:		
HOW DID YOU HEAR ABOUT THIS VACANCY?		
<i>PERSONAL DETAILS</i>		
SURNAME:	FORENAMES:	
ADDRESS:	POSTCODE:	
EMAIL ADDRESS:	TEL No:	
<i>OTHER</i>		
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?	DO YOU HAVE ACCESS TO AN INSURED VEHICLE?	
YES NO	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:		

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<i>EMPLOYMENT HISTORY</i>			
PLEASE LIST YOUR EMPLOYMENT HISTORY BEGINNING WITH THE MOST RECENT.			
EMPLOYER NAME	EMPLOYMENT DATES (FROM-TO)	ROLE & BRIEF RESPONSIBILITIES	REASON FOR LEAVING
<i>EDUCATION</i>			
SCHOOL/EDUCATION ESTABLISHMENT ATTENDED	DATES (FROM-TO)	RESULT	
<i>COURSES AND FURTHER EDUCATION (TRAINING AND/OR PROFESSIONAL QUALIFICATIONS)</i>			

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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
Unit 2B
Ty Nant Court
Morganstown
Cardiff
CF15 8LW

recruitment@portaltraining.co.uk