



DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL

**DVSC JOB APPLICATION FORM - PRIVATE AND CONFIDENTIAL**

**Application identification number (for office use only):**

**Confidential Employment Application Form**

Please return the completed application form to:

Damon Jones  
 Membership and Business Support Administrator  
 Naylor Leyland Centre, Well Street,  
 Ruthin, Denbighshire, LL15 1AF

or via e-mail to: office@dvsc.co.uk

1. Vacancy Details	
Position applied for	
Closing date	
Job Reference Number (If applicable)	
Where did you see this position advertised?	

2. Personal Details			
Preferred title (e.g. Mr, Mrs, Miss, Dr, Prof.)			
Forenames		Surname	
Home Address			
Home Telephone		Mobile Telephone	
Email Address			

Do you need a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you require reasonable adjustments to enable your	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL

<b>access to an interview, should you be shortlisted?</b>	<input type="checkbox"/>
If yes, what reasonable adjustments do you require?	

<b>Application identification number (for office use only):</b>
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### **3. Diversity monitoring**

Our company recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect.

In accordance with our equal opportunities policy, our company will provide equality of opportunity to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, sex, gender identity, marital status, disability, sexual orientation, religion/belief or age.

We have only asked for your name so that monitoring can take place at short listing and appointment stages. The monitoring form does not form part of your application and will therefore be detached from it on receipt, stored separately and will not be available to the selection panel. You can send it separately if you wish.

**It is Denbighshire Voluntary Services Council's policy to promote and integrate equality of opportunity into all aspects of its business including appointments. We welcome and encourage applications from groups currently underrepresented including women, black and ethnic minority groups, people with a disability and Welsh speakers. The principles of fair and open competition will apply and appointments will be made on merit.**

#### **Data Protection Act 1998**

We will store the information you give on this form either on computer or as manual employment policies are put into practice. We will not use it for any other purpose or reveal it to any other organisations except under our statutory obligations.

Name:



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Post Title:

Date of Birth:  Female  Male

How did you become aware of this post?

Advert:  Please state where

Other: (please specify)

<b>How would you describe your ethnic origin? (please tick the appropriate box)</b>	<b>White</b>	<b>Mixed</b>
	<input type="checkbox"/> British	<input type="checkbox"/> White & Black Caribbean <input style="width: 30px;" type="checkbox"/>
	<input type="checkbox"/> English	<input type="checkbox"/> White and Black African <input style="width: 30px;" type="checkbox"/>
	<input type="checkbox"/> Scottish	<input type="checkbox"/> White & Asian <input style="width: 30px;" type="checkbox"/>
	<input type="checkbox"/> Welsh	<input type="checkbox"/> Any other mixed background <input style="width: 30px;" type="checkbox"/>
	<input type="checkbox"/> Irish	
<input type="checkbox"/> Any other white background		
	Please give details .....	Please give details .....
	.....	.....
	.....	.....

<b>Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh</b>	<b>Black, Black British, Black English, Black Scottish, or Black Welsh</b>	<b>Chinese, Chinese British, Chinese English, Chinese Scottish Chinese Welsh, or other ethnic group</b>
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese <input style="width: 30px;" type="checkbox"/>
<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> Any other ethnic group <input style="width: 30px;" type="checkbox"/>
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other black background	<input type="checkbox"/> Please give details .....
<input type="checkbox"/> Any other Asian Background	<input type="checkbox"/> Please give details .....	.....
	.....	.....



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Please give details .....

.....

Do you identify yourself as a person with a disability/disabilities?

Yes

No

If so, do you have any special requirements that would enable you to take part in this appointment process?

Yes

No

Please state the special requirements to assist you

.....

.....

Are you a Welsh Speaker?

Yes

No

If yes please indicate level of ability:

Spoken

Learner

Fairly Fluent

Fluent

Written

Learner

Fairly Fluent

Fluent

**Rehabilitation of Offenders Act 1974**

Have you been convicted of **any** criminal offence? (Including Driving Offences)

Yes

If yes, please give details:



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Under the provisions of this act and regulations you normally do not need to disclose details of any “Spent” convictions.

**Please note that our business is exempt from the Rehabilitation of Offenders Act due to the nature of our work and we reserve the right to ask candidates to disclose details of any “Spent” convictions. (translate)**

If the post you are applying for involves working with a person or persons from any of the following groups:

- a) Children under 18 years
- b) Adults over 65
- c) Persons suffering from serious illness or mental health disorder
- d) Persons suffering from addiction to alcohol and/or drugs
- e) Persons who are blind, deaf, or mute
- f) Persons who have a physical and/or learning disability

**YOU MUST disclose ALL convictions**

**(CHECK THIS AGAINST WELSH TRANSLATION)**

**Thank you for taking the time to complete the information requested on this form, and thereby enabling us to monitor the effectiveness of our equal opportunities policy and our diversity action plan.**



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**BLANK PAGE FOR SEPARATING INFORMATION ABOVE FROM THE  
APPLICATION INFORMATION BELOW ON RECEIPT OF APPLICATIONS  
FOR THE PURPOSES OF SHORTLISTING**

**SCROLL DOWN TO COMPLETE THE APPLICATION FORM**



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**Application identification number (for office use only):**

**1. Qualifications**

Please give details of your qualifications (academic, professional and vocational) that are relevant to your application.

<b>Qualification (s) obtained (including grade if applicable)</b>	<b>Name of Establishment / Training Centre</b>	<b>Date Awarded</b>

**2. Membership of Professional Bodies**



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Please provide details:

**3. Training and Development**

Please list the name of the training and development courses that you have attended that are relevant to your application.

<b>Brief description of Training / Development Course</b>	<b>Training Provider</b>	<b>Date</b>
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<b>4. Language Skills</b>				
<b>I am able to:</b>	<b>Understand</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>



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<b>Welsh</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. General</b>	
Full Valid Driving Licence <input type="checkbox"/>	Use of car <input type="checkbox"/>

<b>6. Current or Most Recent Employment</b>			
<b>Name of employer</b>			
<b>Address of employer</b>			
<b>Job title:</b>		<b>Date appointed to post</b>	
<b>Brief description of duties</b>			
<b>Reason for leaving</b>		<b>Period of notice required:</b>	



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### **7. Employment History**

Please give a summary of all other employment (including previous posts held with your present or most recent employer) starting with the most recent first. Please continue on a separate sheet (s) if necessary.

<b>Dates From - To</b>	<b>Name &amp; location of employer</b>	<b>a) Job title, b) brief description of duties and; c) reason for leaving</b>
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**8. Employment Related References**



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Please provide details of two work related referees who will be able to describe your suitability for this post. The first of these should be your present or most recent employer. All offers of employment are subject to the company being satisfied with the work references received.  
 \*Please refer to section 7 if you are unable to complete this section due to limited working experience.

1 <sup>st</sup> Referee			
<b>Name</b>			
<b>Address</b>			
<b>Tel</b>		<b>E-mail</b>	
<b>Position held by referee</b>		<b>Employment relationship</b>	
<b>I give permission for this referee to be contacted before the interview.</b>			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

2 <sup>nd</sup> Referee			
<b>Name</b>			
<b>Address</b>			
<b>Tel</b>		<b>E-mail</b>	
<b>Position held by referee</b>		<b>Employment relationship</b>	
<b>I give permission for this referee to be contacted before the interview</b>			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>9. Character Reference</b>
If you have not worked before, or if you have recently left full-time education please provide details of someone who can offer a character reference about you.

Referee			
<b>Name</b>			
<b>Address</b>			
<b>Tel</b>		<b>E-</b>	



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		<b>mail</b>	
<b>Relationship to applicant</b>			
<b>I give permission for this referee to be contacted before the interview.</b>			<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>10. Letter of Application</b>			



**DENBIGHSHIRE VOLUNTARY SERVICES COUNCIL**

Please read the job description and person specification for the post. Using the information provided, please complete this section with your supporting statement in no more than 1000 words to let us know what skills, talents and abilities you think you can bring to the company and what qualities you have to do the job.

Please note: CVs will not be accepted.



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A large, empty rectangular box with a black border, intended for the applicant to provide information or a statement.

**I hereby certify that the information given in this application is, to the best of my knowledge and belief, true and accurate.**





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<b>Signature</b>		<b>Date</b>	
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