



Gyngor Gwasanaethau Gwirfoddol Sir
Ddinbych
Creu Cymunedau Cryf drwy Weithredu
Gwirfoddol

Denbighshire Voluntary Services Council
Building Resilient Communities through
voluntary action



Cefnogi Trydydd
Sector **Cymru**
Third Sector
Support **Wales**

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"/> |
|--|------------------------------|-----------------------------|

| | | |
|---|------------------------------|-----------------------------|
| Do you require reasonable adjustments to enable your access to an interview, should you be shortlisted? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|



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If yes, what reasonable adjustments do you require?

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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:

Post Title:



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Date of Birth:

Female

Male

How did you become aware of this post?

Advert:

Please state where

Other: (please specify)

**How would you
describe your
ethnic origin?
(please tick the
appropriate box)**

White

British

English

Scottish

Welsh

Irish

Any other white
background

Please give details

.....

.....

.....

Mixed

White & Black Caribbean

White and Black African

White & Asian

Any other mixed
background

Please give details

.....

.....

.....

**Asian, Asian British,
Asian English, Asian
Scottish, or Asian
Welsh**

Indian

Pakistani

Bangladeshi

Any other Asian

Background

Please give details

.....

**Black, Black British,
Black English, Black
Scottish, or Black Welsh**

Caribbean

African

Any other black

background

Please give details

.....

**Chinese, Chinese British,
Chinese English, Chinese
Scottish Chinese Welsh, or
other ethnic group**

Chinese

Any other ethnic group

Please give details

.....

.....

.....



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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:

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



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**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

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.

| Qualification (s) obtained (including grade if applicable) | Name of Establishment / Training Centre | Date Awarded |
|--|---|--------------|
| | | |

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.

| Brief description of Training / Development Course | Training Provider | Date |
|--|-------------------|------|
| | | |

4. Language Skills



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| I am able to: | Understand | Speak | Read | Write |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Welsh | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: (Please Specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. General

Full Valid Driving Licence ☐

Use of car ☐

6. Current or Most Recent Employment

| | | | |
|------------------------------------|--|-----------------------------------|--|
| Name of employer | | | |
| Address of employer | | | |
| Job title: | | Date appointed to post | |
| Brief description of duties | | | |
| Reason for leaving | | Period of notice required: | |

7. Employment History



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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.

| Dates From - To | Name & location of employer | a) Job title, b) brief description of duties and; c) reason for leaving |
|-----------------------|--------------------------------|---|
| | | |

8. Employment Related References

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.

1st Referee



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

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

| | | | |
|--|--|---------------|---|
| 9. Character Reference | | | |
| 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 | | | |
| Name | | | |
| Address | | | |
| Tel | | E-mail | |
| Relationship to applicant | | | |
| I give permission for this referee to be contacted before the interview. | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| |
|----------------------------------|
| 10. Letter of Application |
|----------------------------------|



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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.

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

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|