**JOB APPLICATION FORM – PART 1**

**Please complete and submit Parts 1, 2 and 3 of the application**

**CONFIDENTIAL**

The information supplied on this application form will be used in the selection of employees at Arts Council of Wales. All information will be treated as confidential.

|  |  |
| --- | --- |
| **POST APPLIED FOR** | Team Co-ordinator (Arts Funding) |

|  |  |
| --- | --- |
| **Where did you see this post advertised? (Please list all)** |  |

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Surname | Initials |
| Address    Post Code | |
| E-mail | Daytime telephone |

|  |
| --- |
| **RELATIONSHIPS** |
| Are you related to any member or employee of Arts Council of Wales? Yes  No  If ‘YES’, please give details |

|  |
| --- |
| **LEGAL STATUS TO WORK IN THE UK** |
| Do you have the legal right to work in the UK? Yes  No  If ‘YES’ but there are conditions attached, for example start or finish dates, please give details:    If ‘NO’ what type of permit do you require? |

|  |  |
| --- | --- |
| **EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS** | |
| Schools, colleges attended, starting with the  most recent (state whether full or part-time) | Qualifications obtained (Give subjects and grades where appropriate. This information may be verified with you upon offer of employment) |
|  |  |
| Other Relevant Training Courses  (including short in-service training) | Qualifications obtained |
|  |  |

|  |  |  |
| --- | --- | --- |
| **CURRENT MEMBERSHIP OF PROFESSIONAL BODIES** (state class of membership and whether obtained by examination) | | |
| Body/Examination | Membership and Grade | Date obtained |

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE SKILLS** | | | |
| Welsh - listening  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None | Welsh - speaking  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None | Welsh - reading  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None | Welsh - writing  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None |
| English - listening  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None | English - speaking  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None | English - reading  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None | English - writing  Proficiency  Advanced  Intermediate  Foundation  Entry Level  None |
| **KEY** – please refer to the document ‘[Welsh Language Self-Assessment (click here](https://learnwelsh.cymru/media/3239/151217description_sgiliau.pdf))’. | | | |
| List any other languages that you can speak, read, write or understand, and your proficiency level of each: | | | |

|  |  |
| --- | --- |
| **CURRENT EMPLOYMENT** | |
| Name and address of employer: | |
| Dates (from/to): | Final salary: |
| Job title and brief outline of duties: | |
| Reason for leaving: | |
| **PREVIOUS EMPLOYMENT** Please list in date order, with most recent first (continue on a separate sheet if necessary) | |
| Name and address of employer: | |
| Dates (from/to): | Final salary: |
| Job title and brief outline of duties: | |
| Reason for leaving: | |
| Name and address of employer: | |
| Dates (from/to): | Final salary: |
| Job title and brief outline of duties: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please give names and addresses of two people who can verify your paid/unpaid employment. One should be your current/most recent employer. If you have not been in paid employment, please give the name and address of the head of your education or training establishment. A personal reference is not required. The information requested will relate to salary, length of service, skills, experience, ability, subjects studied.  Internal applicants are required to provide details of their ACW line manager only. | |
| Title and name: | Title and name: |
| Job title: | Job title: |
| Relationship to you: | Relationship to you: |
| Address:  Telephone:  Email: | Address:  Telephone:  Email: |
| Please indicate their preferred language of correspondence:  Welsh  English  Either | Please indicate their preferred language of correspondence:  Welsh  English  Either |
| May we request a reference:   * At any time * Only after an offer of employment | May we request a reference:   * At any time * Only after an offer of employment |
| **ALL APPOINTMENTS ARE SUBJECT TO RECEIPT OF SATISFACTORY REFERENCES** | |

|  |
| --- |
| **AVAILABILITY** |
| Are there any dates during the next 2 months that you cannot attend for interview?    If appointed to this post when would you be able to start work?    If you have holiday or similar commitments, please give the dates: |

|  |
| --- |
| **LANGUAGE PREFERENCE** |
| In which language would you like to be communicated with?  Welsh  English  We welcome correspondence in Welsh as well as English and corresponding in either language will not lead to any delay. (Please note: interview questions and assessments may be held in Welsh and English where the ability to speak Welsh is essential for a role.) |

|  |
| --- |
| Please return this completed form in Word format, along with Part B of the application, electronically to: [**HR@arts.wales**](mailto:HR@arts.wales)    or by post to:  **The Human Resources Department**  **Arts Council of Wales**  **Bute Place**  **Cardiff**  **CF10 5AL**  Application forms and references (if requested) are kept for six months in case of other vacancies, and are then destroyed, unless you specifically ask that your details are destroyed sooner. All information will be treated in a confidential manner and seen only by those involved in the recruitment process. Any copies made will be destroyed after interview. If successful, an application will be retained electronically in the personnel file by the Human Resources Department. No other copies will exist. Notes made at shortlisting and at interview will be destroyed after the interviews are completed. The only further information stored after interview will be the reason why an applicant was not appointed. Interviewees are welcome to contact the Human Resources Department to request feedback about their interview. |
| To the best of my knowledge the information on this form is correct. I give my consent to the information provided by me on this form being used in the Arts Council of Wales’ recruitment process.  **Signature:**        **Date:** |
| The Arts Council of Wales is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud.  It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  For further information you may contact Alyn Coleman, Head of Finance & Accounting Services, at [alyn.coleman@arts.wales](mailto:alyn.coleman@arts.wales) |