### JOB APPLICATION FORM – PERSONAL DETAILS

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

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| **POST APPLIED FOR** | HR Officer |
| Where did you see this post advertised? (Please list all) |  |

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| **PERSONAL DETAILS** | |
| Full name: | |
| Address:    Post code: | |
| Email: | Daytime telephone: |

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

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| Do you have any criminal convictions not regarded as spent (i.e. unspent) under the Rehabilitation of Offenders Act 1974? Yes  No  If ‘YES’, please describe the offence(s) and date(s) of conviction: |

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| **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? |

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| **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: | | | |
| Language preference for this application:  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 the role.) | | | |

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

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| **CURRENT EMPLOYMENT** |
| Name and address of employer:  Employment dates (from/to): |
| Job title and brief outline of duties: |
| Reason for leaving: |

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| **PREVIOUS EMPLOYMENT** |
| Name and address of employer:  Employment dates (from/to): |
| Job title and brief outline of duties: |
| Reason for leaving: |
| Name and address of employer:  Employment dates (from/to): |
| Job title and brief outline of duties: |
| Reason for leaving: |
| Name and address of employer:  Employment dates (from/to): |
| Job title and brief outline of duties: |
| Reason for leaving: |

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| **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. The information requested will relate to salary, length of service, experience, ability, subjects studied. A personal reference is not required.  Internal applicants are required to provide details of their ACW line manager only. | |
| Name: | 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 | Please indicate their preferred language of correspondence:  Welsh  English |
| When may we request a reference:  At any time  Only after an offer of employment | When may we request a reference:  At any time  Only after an offer of employment |
| **ALL APPOINTMENTS ARE SUBJECT TO RECEIPT OF SATISFACTORY REFERENCES** | |

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| **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: |

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| Please return this completed form in Word format electronically to: [HR@arts.wales](mailto:HR@arts.wales)  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 and Accounting services, at alyn.coleman@arts.wales |

### Please also complete the Essential Knowledge, Experience and Attributes section of this application form.

### Essential Knowledge, Experience and Attributes

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| **QUALIFICATIONS** | **EVIDENCE** |
| Qualified to CIPD level 5 or equivalent and/or relevant professional experience in a HR role |  |
| **KNOWLEDGE** | **EVIDENCE** |
| Good understanding of HR processes and procedures |  |
| An understanding of employment legislation |  |
| An awareness of the responsibilities associated with supporting staff and handling confidential, sensitive and staff information |  |
| **SKILLS** | **EVIDENCE** |
| Highly developed IT and administrative skills |  |
| Excellent spoken and written communication skills, building and maintaining relationships, both internally and externally |  |
| **EXPERIENCE** | **EVIDENCE** |
| Experience of setting up administrative systems and procedures |  |
| Proven relevant experience of providing first line support within a small, busy HR team |  |
| Experience of data management/information systems and/or databases |  |
| **ATTRIBUTES** | **EVIDENCE** |
| Commitment to and thorough understanding of equality, diversity and inclusion |  |
| Capable of making decisions within the established framework and understanding the process, procedures and legal implications around those decisions |  |
| Capable of drafting letters, reports and minutes showing understanding of content and the ability to communicate facts and knowledge relating to detailed requests and issues |  |
| Diplomacy and the ability to deal appropriately with difficult and demanding situations |  |
| Ability to work under pressure and to prioritise key tasks, takes responsibility for own work and works with a minimum of direct supervision |  |
| Confident communicating with staff and key stakeholders at all levels |  |
| Capable of keeping up with changes to employment legislation and best practice to inform new policies and make improvements, and understanding their impact on the organisation and its employees |  |
| A flexible, adaptable and supportive attitude to the developing needs and objectives of the team |  |
| The ability and willingness to occasionally travel throughout Wales and the UK and to work unsocial hours as the need arises |  |
| **WELSH LANGUAGE** | **EVIDENCE** |
| Fluency in Welsh (both written and spoken) in accordance with the Welsh Language Skills level guide as follows:  Understanding – Level 5 (Proficiency): Can understand all work-related conversations  Reading – Level 4 (Advanced): Can read most work-related material  Speaking – Level 5 (Proficiency): Fluent  Writing – Level 4 (Advanced): Can prepare most written work in Welsh |  |

### Desirable Knowledge, Experience and Attributes

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| **QUALIFICATIONS** | **EVIDENCE** |
| Membership of the CIPD |  |
| **KNOWLEDGE** | **EVIDENCE** |
| Working knowledge of Cascade (HR information system) |  |