

**EMPLOYMENT ACADEMY**

**APPLICATION FORM**

For PAID EMPLOYMENT

*If you require assistance completing this form, please contact us (details on the last page).*

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| **POST DETAILS** |

Post applied for: ……………………………………………………………………………………………………

(If known)

How did you find out about this opportunity? …………………………………………………………………….

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| **PERSONAL DETAILS** |

Surname: …………………………………… First name(s): ……………..…………………………

Address: ………………………………………………………………………………………………………...

…………………………………………………. Postcode: …………………..………………….............

Mobile number : ………………………………… Other telephone number: ………………………………

E-mail: ………………………………………………………………………………………………………

Are you employed? YES / NO

Do you live in a Cartrefi Conwy property? YES / NO

Are you a Tenant **OR** Occupier? (please circle which applies) TENANT / OCCUPIER

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| **MOST RECENT EMPLOYMENT** |

Employer and Business Name: ………………………………………………………………………………..

Your Job Title & Salary: …..………………………………………………………………………………….

Dates of Employment: From: ……….….………..…………… To: …………..……………………

Reason for leaving / looking for other employment: ……………………………………………………………



Creating Enterprise is a subsidiary of Cartrefi Conwy.

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Please list your work history (this may include work experience or voluntary work).

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| **EQUALITY ACT 2010** |

The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. Creating Enterprise views disability positively and disabled applicants will be treated fairly in accordance with the Equality Act 2010. Please provide details of any disability or impairment below. **Please state NONE if not applicable.**

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| **REHABILITIATION OF OFFENDERS ACT 1974 (DECLARATION OF CRIMINAL CONVICTIONS)**  |

Under the provisions of this Act you need not normally disclose details of any “spent” convictions.

Do you have any unspent convictions, criminal record, fines, cautions, reprimands etc? Please give full details including anything pending.

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| **DECLARATION** |

**Medical Agreement**

*‘Prior to any placement being confirmed, I understand and agree to complete the necessary form for submission to the Occupational Health department for medical clearance.’*

**Proof of Eligibility to Work in the UK**

Evidence of your right to work in the UK will be required at interview stage.

**Data Protection Act**

The Date Protection Act 1998 (‘the Act’) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required to permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (‘the information’) will be used solely for the purpose of assessing your application.

**Unsuccessful applicants’** information will not be held for longer than nine months, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring.

**Successful applicants’** information will form part of their employment file and we will be entitled to process it for all purposes in connection with employment / placement.

So that we may use the information for the above purposes and terms, we are required under the Act to obtain your explicit consent, therefore, could you please sign the consent below:

***‘I hereby declare that the information provided in this application is correct to the best of my knowledge and I consent to the use of my personal information for the purposes and on the terms set out above.’***

***Signed ……………………………………………… Date………………………………..***

***Print Name ………………………………………………...***

*“Creating Enterprise is committed to the delivery of equality and diversity in all its activities. Applications will be considered solely on merit, irrespective of age, gender, colour, race, disability, marital status, religion, beliefs, sexual orientation or ethnic or national origin”*

**Creating Enterprise, Cartrefi Conwy Business Park, Station Road, Mochdre LL28 5EF**

Phone number: 01492 588980 email: employmentacademy@creatingenterprise.org.uk [www.creatingenterprise.org.uk](http://www.creatingenterprise.org.uk)

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