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| **CONFIDENTIAL****Application Form** |  |

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| *Thank you for your interest in Creating Enterprise. The following information is needed to ensure that full consideration can be given to all applicants. The information provided will be treated as strictly confidential. If you require assistance completing this form, please contact us (details on the last page).* |
| **POST DETAILS** |
| Post applied for:  |   |
|  |
| Location: |       |
|  |
| How did you find out about this opportunity? |       |
|  |
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|  |
| **PERSONAL DETAILS** |
| Title: | Mr | [ ]  | Mrs | [ ]  | Miss |[ ]  Ms | [ ]  | Other: | [ ]        |
|  |
| Surname: |       | First name(s): |       |
|  |
| Address: |       |
|  |        | Post Code: |       |
|  |
|  Home Telephone No: |       | Other telephone No: |       |
|  |
| E-Mail: |       |
| **CURRENT OR MOST RECENT EMPLOYMENT** |
| Employer and Business Name: |       |
|  |
| Your Job Title & Salary: |         |
|  |
| Dates of Employment: | From: |       /       /        | To: |        /      /      |
|  |
| Are you still employed: | Yes | [ ]  | No | [ ]  |
| Reason for leaving/ looking for other employment: |       |
| Notice Period required: |       |
| Please provide a brief outline of duties in your current or most recent employment: |
|       |
|       |
|       |
|       |
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| **EMPLOYMENT HISTORY & GAPS** |
| *Starting with your current or most recent job. Please list all jobs since leaving school. If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.* |
| *Dates* | *Name & Address of Employer / Activity details* | *Position Held* | *Salary per hour* | *Reason for Leaving* |
| *From:* | *To:* |  |  |  |  |
|       |       |       |       |       |       |
|  |  |  |  |  |  |
| **EDUCATION, QUALIFICATIONS & TRAINING** |
|  |
| ***Schools attended since age 11*** | ***From*** | ***To*** | ***Examinations and Results*** |
|       |       |       |       |
| ***College or University*** | ***From*** | ***To*** | ***Courses and Results*** |
|       |       |       |       |
| ***Further Formal Training*** | ***From*** | ***To*** | ***Diploma/Qualification*** |
|       |       |       |       |
| ***Job related Training Courses******Name of Organisation*** | ***Date*** | ***Subject*** |
|       |       |       |

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| **RELEVANT SKILLS & EXPERIENCE** |
| Please use this space to set out any further information to support your application, e.g. past achievements, future aspirations, personal strengths. Continue on a separate sheet if you wish. |
|                                                                                  |
| **REFEREES** |
| Please give the names of two people (one of which should be your present or most recent employer, if you have one) whom we may approach for a reference. References from relatives would not normally be accepted. |
| Name: |       |
|  |
| Position / Relationship: |       |
| Address: |       |
|  |
| Post Code: |       |  | Telephone No: |       |
| Email address: |       |
|  |
|  |
| Name: |       |
|  |
| Position / Relationship: |       |
|  |
| Address: |       |
|  |
| Post Code: |       |  | Telephone No: |       |
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| Email address: |       |
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| **MISCELLANEOUS** |
|  |
| Do you hold a full, current UK driving licence? | Yes | [ ]  | No | [ ]  |
|  |
| Do you have use of a car for work purposes? | Yes | [ ]  | No | [ ]  |
|  |
| If appointed, will this be your only employment? | Yes | [ ]  | No | [ ]  |
| * ***If no****, please give details of other roles and hours worked:*
 | \_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you been employed by Cartrefi Conwy previously? | Yes | [ ]  | No | [ ]  |
| * ***If yes****, what were you employed as and when?:* \_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| **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.** |
|       |
|  |
|       |
|  | Disability Symbol-Blue |
|       |  |
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| **REHABILITATION 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? No [ ]  Yes [ ]  - Please give full details including anything pending. |
|       |
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|       |
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| **CLOSE PERSONAL RELATIONSHIPS** |
| **Are you related to a member of Cartrefi Conwy or Creating Enterprise’s Board or an employee?** | **Yes** | [ ]  | **No** | [ ]  |
| **If YES, please give details (this is a legal requirement):** |       |
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| **THE WELSH LANGUAGE** |
| In accordance with the Welsh Language Act 1993, we are committed to ensuring the equal treatment of the Welsh and English Language when delivering our services to customers. Please use the “Welsh Language Self-Assessment Table” in the Application Pack to help you identify your level of ability in each skill, then **tick one box** only for each of the following skills: |
|  | Level 0 | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|  |
| Reading | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |
| Speaking |[ ]  [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |
| Writing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **DECLARATION** |
| **Medical & Reference 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 and consent to Creating Enterprise seeking references from the above named persons.’***Proof of Eligibility to Work in the UK**Evidence of your right to work in the UK will be required at interview stage. |
| **General Data Protection Regulation and the Data Protection Act 2018**The General Data Protection Regulation sets out certain requirements for the protection of your personal and sensitive information and also gives you certain rights. Except to the extent we are required to permitted by law, the information which you provided 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**’ the 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 applicant’s** 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 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.’*** |
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| **Signed:**       |  | **Date:** |       |
|  |
| **Print Name:**       |  |

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| *“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**🕾 01745 335698 🖰 information@creatingenterprise.org.uk 🌍 www.cartreficonwy.org |  |
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