

# Application Form



## Section A

Please read all the attached instructions carefully before completing this form. Failure to complete the form correctly may result in the application not being considered. If you have not received a response within 21 days of the closing date, you have been unsuccessful on this occasion.

Name

Post Applied for

Please return your completed application form to :

Drive  
Unit 8  
Cefn Coed  
Parc Nantgarw  
Nantgarw  
Cardiff  
CF15 7QQ

For official use only

Position

Date Advertised

Int:

Date:

Time:

Ref:

am/pm

## Personal Details

Surname \_\_\_\_\_  
(Block Capitals)

Forenames \_\_\_\_\_

Full Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email Address: Home \_\_\_\_\_

Work \_\_\_\_\_

Home telephone Number: \_\_\_\_\_

Daytime telephone Number: \_\_\_\_\_

(please include your work number if we are able to contact you in confidence)

I Can confirm I am over the age of 18 years

Yes

No

Please specify dates on which you will not  
be available for interview, e.g. Holidays: \_\_\_\_\_

Do you have any special needs that  
May need accommodating at interview?

Yes No

If yes please specify your need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If selected, when could you start? \_\_\_\_\_

Please state how you heard of this post.

If an advertisement, please state publication: \_\_\_\_\_

Please state number of days  
absence from work in the last  
36 months.

How man episodes of absence  
does this represent?

Is this your usual level of Sickness?

Yes No

**Note**

*A successful candidate will complete a medical record form and may be asked to attend a medical examination or provide a medical certificate.*

## Referees

Please give full details of two referees, one of which must be your present employer, if unemployed, your most recent employer. **You must not give names of friends/ relatives or employees of Drive for the second reference.**

### Referee 1 (Current Employer)

Name:

Occupation:

Business Address:

Tel No:

### Referee 2 (Character)

Name:

Occupation:

Business Address:

Tel No:

## Data Protection Act

I understand that if I am appointed, personal information about me will be kept on manual and computerised files for personnel purposes, including analysis for management purposes and statutory returns. Such use will be subject to the provisions of the Data Protection Act 1998. It may be necessary to share information with other organisations.

## Declaration

**I declare that the information contained in this form and other attachments is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.**

Signed \_\_\_\_\_

Date \_\_\_\_\_



## Section B

Only the information contained within this section will be used for shortlisting, please do not write your name on this section

Office use only

Reference Number -

Education and Qualifications – Age 11 to date in chronological order.  
Include qualifications currently being studied for.

Name of School/ College/University	Subject & Qualification Achieved	Grade/Class/Level

## Present Employment

Name of Employer	Nature of Business	Post Held	From Month - Year	Salary

Reason for wishing to leave:

**Employment History – It is essential that you provide a full employment history in chronological order. This must account for any periods of unemployment, unpaid work etc.**

Name and Address of Employer	Position Held	From Month/Year	To Month/Year	Final Salary	Reason for leaving

List any knowledge, skills and experience in relation to the Job Description (if none – please write about your understanding of the role).

Are you subject to any conditions relating to your employment in this country?

Yes

No

If yes please specify:

Do you need a UK work permit?

Yes

No

Do you have a Full UK Driving Licence?

Yes

No

Do you have use of a Car?

Yes

No

Have you been disqualified from driving in the last 5 years?

Yes

No

If yes, please give details

### Disclosure of Convictions

As Drive meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

This information will be used only to assess the applicant's suitability for employment, applicants will be considered on merit and ability and not discriminated against unfairly.

Do you have any convictions, cautions, reprimands or final warnings? (spent or unspent)

Yes

No

Do you have criminal charges that have not yet been dealt with by the Court?

Yes

No

If yes, please give details

Are you registered on the Protection of Vulnerable Adults List, either permanently or Provisionally?

Yes

No