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| Job Reference Number *(internal use only)* |  |
| Application for the post of: | Events and Engagement Assistant |

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| **Personal Information** | | | **IMPORTANT NOTES** |
| First Name(s): |  | | **Personal Information** |
| Surname: |  | | *The first two pages will be detached from the rest of your application for shortlisting, so that the panel does not know the name of the candidate.*  *It is therefore important that your name should* ***not*** *appear anywhere on your application except on the first sheet.* |
| Address: |  | |
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| Postcode: |  | |
| Telephone Numbers: | Home: |  |
| Mobile |  |
| Email: |  | |

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| Do you have any convictions: | | Yes: |  | No: |  | **Convictions** |
| If Yes, please state |  | | | | | *You are required to disclose any criminal convictions (excluding motoring convictions) that are not spent under the terms of the Rehabilitation of Offenders Act* |
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| **First Referee** *(this should be your current/last employer)* | | | | | | **IMPORTANT NOTES** |
| Name: |  | | | | | ***References*** |
| Job Title: |  | | | | | *Please provide the name and address of two people who can comment on your suitability for this position from whom we may request a reference.*  *One referee should be your present or most recent employer.*  ***All Wales People First Reserves the right to contact any of your previous employers.*** |
| Address: |  | | | | |
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| Post Code: |  | | | | |
| Telephone: |  | | | | |
| Email: |  | | | | |
| In what capacity does the person know you? | | | | | |
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| Length of time known: | |  | | | |
| Can we approach this referee prior to interview | | Yes: |  | No: |  |
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| **Second Referee** | | | | | |
| Name: |  | | | | |
| Job Title: |  | | | | |
| Address: |  | | | | |
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| Post Code: |  | | | | |
| Telephone: |  | | | | |
| Email: |  | | | | |
| In what capacity does the person know you? | | | | | |
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| Length of time known: | |  | | | |
| Can we approach this referee prior to interview | | Yes: |  | No: |  |

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| **Education/Qualifications/Training** | | | | | | **IMPORTANT NOTES** |
| *Where applicable please include details of examinations that have been or are about to be taken, but results of which are not yet available.* | | | | | | *You must complete all sections on the application form*  *A Curriculum Vitae will not be considered as a replacement to the application form* |
| **Secondary, Further & Higher Education** | | | | | |
| ***Subjects*** | ***Qualification*** | ***Grade*** | | ***Date*** | |
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| **Training Courses Attended**  *(Relevant to the person specification)* | | | | | |
| ***Course Name/Title*** | | | ***Level*** | | ***Date*** |
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| **Using your vehicle for business use** | | | | | | **IMPORTANT NOTES** |
| *You may be required to use your own car. It would therefore assist us if you complete this section.* | | | | | | ***Using your own vehicle for business use***  *Post holders are expected to insure their car for business use.* |
| Do you hold a full current driving licence? | | Yes: |  | No: |  |
| Do you have any endorsements? | | Yes: |  | No: |  |
| If Yes, please state: | | | | | |
| **Offence Code** | **Points** | **Fine** | | **Date** | |
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| **Details of current or last employment** | | | | |
| ***Name & Location*** | ***From*** | ***To*** | ***Reason for Leaving*** | ***Notice Period*** |
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| Briefly describe your current or most recent employment, highlighting duties, responsibilities, skills, or experience gained relevant to the post for which you are applying.  Please include details of temporary or voluntary roles and experience, if applicable. |
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| **Details of previous employment** *(Including voluntary, home-based or part-time work)* | | | | |
| ***Name & Location*** | ***Position Held*** | ***From*** | ***To*** | ***Reason for leaving*** |
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| **Demonstrate how you meet all the criteria on the person specification.** |
| ***Education, Training and Qualifications*** |
| ***Skills and Knowledge*** |
| ***Experience*** |
| ***Personal attributes*** |
| ***Other special requirements*** |
| ***If there is any further information you wish to submit, please do so here:*** |

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| **Declaration** |
| I declare that the information provided is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. |

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| **Your Signature:** |  | **Date:** |  |

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| **Completed applications are to be emailed to:** | |
| Email: | Claire Morgan  Communications Officer  [claire@allwalespeople1st.co.uk](mailto:claire@allwalespeople1st.co.uk) |

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| **Completed applications can also be posted to:** | |
| Post to: | Recruitment  All Wales People First  PO Box 1988  Newport  NP19 1DT |

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| **Please note the closing date for applications is Thursday 7th March, 5pm.**  **If posting your application, please ensure it arrives at the address above by this date.** |