



**Confidential Employment Application Form**

**POST: Lecturer in Welsh -Teach First Programme .....**

**VACANCY REFERENCE: 00026.....**

**CLOSING DATE: 2<sup>nd</sup> of March at 12 noon**

|   |   |
|---|---|
| <p>Please complete this form in <b>typescript or black ink</b>.</p> <p>Please return the completed application form to: Human Resources Department, University of Wales Trinity Saint David, College Road, Carmarthen. SA31 3EP or via e-mail to <a href="mailto:humanresources@uwtsd.ac.uk">humanresources@uwtsd.ac.uk</a></p> <p><b>A signed hard copy must be sent to the appropriate HR Department.</b></p> | <p><i><b>For Department use only</b></i></p> <p><b>Applicant considers His/Herself as disabled:</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Signed:</b> .....</p> <p><b>Date:</b> .....</p> <p><b>Application Identification:</b> .....</p> |
|---|---|

**1. Qualifications**

Please give details of your qualifications (academic, professional and vocational) that are relevant to your application, starting with the most recent first. Please continue on a separate sheet(s) if necessary.

| Name of Education Establishment/<br>Training Centre | Qualification (s) obtained<br>(including grade if applicable) | Date Awarded |
|---|---|--------------|
|   |   |              |

## 2. Training and Development

Please list the name of the training and development courses that you have attended.

| Name of Training / Development Course | Training Provider | Date |
|---------------------------------------|-------------------|------|
|                                       |                   |      |

## 3. Membership of Professional Bodies

Name of Professional Body

|  |
|--|
|  |
|--|

## 4. Current or Most Recent Employment

|                               |                            |
|-------------------------------|----------------------------|
| Name and address of employer: |                            |
| Post Held:                    | Date appointed to post:    |
| Basic Salary:                 | Allowances:                |
| Brief description of duties:  |                            |
| Reason for leaving:           | Period of notice required: |

## 5. Employment History

Please give a summary of all other employment (including previous posts held with your present or most recent employer) starting with the most recent first. Please continue on a separate sheet (s) if necessary.

| From<br>To | Name and address of employer | Job title, brief description of duties and<br>reason for leaving |
|------------|------------------------------|--|
|            |                              |  |

## 6. Teaching and Research Experience

Please provide in this section details of your teaching and research experience that are relevant to your application, starting with the most recent first. Please continue on a separate sheet if necessary.

### Teaching

| Topic | Level taught | Group Size | Method e.g. lectures, seminars, workshops | Length of experience |
|-------|--------------|------------|---|----------------------|
|       |              |            |   |                      |

### Other Learning and Teaching related experience

Any other learning, teaching or research experience e.g. mentoring, peer observation, supervision, developing distance learning, leading on thematic areas etc.

### Research

Please give details of your research experience and specialism

### Publications

Please list your publications to date

## 7. Language Skills

| I am able to:          | Understand               | Speak                    | Read                     | Write                    |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Welsh                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Please Specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 8. Employment Related References

Please provide details of two work related referees who will be able to describe your suitability for this post. The first of these should be your present or most recent employer. All offers of employment at the UWTSU are subject to the university being satisfied with the work references received.

\*Please refer to section 8 if you are unable to complete this section due to limited working experience.

| 1 <sup>st</sup> Referee   |                          |
|---|--------------------------|
| Name  |                          |
| Address   |                          |
| Tel   |                          |
| Fax   |                          |
| E-mail  |                          |
| Position held by referee  | Employment relationship: |
| I give permission for this referee to be contacted before the interview. Yes <input type="checkbox"/> No <input type="checkbox"/> |                          |

| 2nd Referee   |                          |
|---|--------------------------|
| Name  |                          |
| Address   |                          |
| Tel   |                          |
| Fax   |                          |
| E-mail  |                          |
| Position held by referee  | Employment relationship: |
| I give permission for this referee to be contacted before the interview. Yes <input type="checkbox"/> No <input type="checkbox"/> |                          |

## 9. Character Reference

If you have not worked before, or if you have recently left full-time education please provide details of someone who can offer a character reference about you.

| Referee   |                          |
|---|--------------------------|
| Name  |                          |
| Address   |                          |
| Tel   |                          |
| Fax   |                          |
| E-mail  |                          |
| Position held by referee  | Employment relationship: |
| I give permission for this referee to be contacted before the interview. Yes <input type="checkbox"/> No <input type="checkbox"/> |                          |

## 10. General

Full Valid Driving Licence

Use of car

## 11. Rehabilitation of Offenders

Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Yes

No

If yes, please give details:

## 12. Letter of Application

Please read the job description and person specification for the post. Using the headings and descriptions provided, please complete this section to let us know what skills, talents and abilities you think you can bring to the University and what qualities you have to do the job. CV's will only be accepted as supporting documentation to the application form.



# Personal Details and Monitoring Information Form

Applicants are requested to complete the following questions for records purposes and to enable the University to monitor its Equal Opportunities policy. The information provided will be processed within requirements of the Data Protection Act 1998 and will not be used in the selection process. The personal details will be entered on your personal record.

## 1. Vacancy Details

|  |
|--|
| <b>Position applied for:</b>                             |
| <b>Closing date:</b>                                     |
| <b>Job Reference Number (If applicable):</b>             |
| <b>Where did you see this position advertised?</b>       |
| <b>Application Identification (for office use only):</b> |

## 2. Personal Details

|   |                                   |
|---|-----------------------------------|
| <b>Preferred title (e.g. Mr, Mrs, Miss, Dr, Prof.):</b> |                                   |
| <b>Surname:</b>   | <b>Forenames:</b>                 |
| <b>Home Address:</b>                                    |                                   |
| <b>Home Telephone:</b>                                  | <b>Mobile Telephone:</b>          |
| <b>Work Telephone:</b>                                  | <b>Email Address:</b>             |
| <b>Fax Number:</b>                                      | <b>Date of Birth:</b>             |
| <b>Age:</b>   | <b>National Insurance Number:</b> |

## 3. Gender

Please place an X in the appropriate box below:

|             |  |               |  |              |  |
|-------------|--|---------------|--|--------------|--|
| <b>Male</b> |  | <b>Female</b> |  | <b>Other</b> |  |
|-------------|--|---------------|--|--------------|--|



## 4. Sexual Orientation

Please place an X in the appropriate box below:

|              |  |       |  |                   |  |
|--------------|--|-------|--|-------------------|--|
| Bisexual     |  | Gay   |  | Lesbian           |  |
| Heterosexual |  | Other |  | Prefer not to say |  |

## 5. Ethnicity

Please place an X in the appropriate box below:

|                                    |  |                                      |  |                                    |  |
|------------------------------------|--|--------------------------------------|--|------------------------------------|--|
| White British                      |  | White Irish                          |  | White Welsh                        |  |
| Other White Background             |  | Black or Black British - African     |  | Black or Black British - Caribbean |  |
| Other Black Background             |  | Asian or Asian British - Bangladeshi |  | Asian or Asian British - Indian    |  |
| Asian or Asian British - Pakistani |  | Other Asian Background               |  | Mixed – White and Asian            |  |
| Mixed – White and Black African    |  | Mixed – White and Black Caribbean    |  | Other Mixed Background             |  |
| Other Ethnic Background            |  | Chinese                              |  | Prefer not to say                  |  |

Do you need a work permit to work in the UK? Yes  No

## 6. Religion and Belief

How would you describe your religion/ belief? Please place an X in the appropriate box below:

|           |  |                   |  |                           |  |
|-----------|--|-------------------|--|---------------------------|--|
| Christian |  | Jewish            |  | Hindu                     |  |
| Buddhist  |  | Muslim            |  | Sikh                      |  |
| Bahai     |  | Jain              |  | Another Faith or Religion |  |
| No Faith  |  | Prefer not to say |  |                           |  |

# 7. Disability

Do you consider yourself to be a disabled person? Yes  No

The Equality Act States that a person is considered disabled if they have or have had “a physical or mental impairment which has had a substantial and long-term adverse effect on his/her ability to carry out day to day activities”.

Long term has been defined as: *having lasted 12 months or likely to last at least 12 months.*

Examples of disabilities include:

- Co-ordination, dexterity or mobility (polio, spinal cord injury, severe back problems, severe repetitive strain injury)
- Mental Health (severe depression, schizophrenia, severe phobia).
- Learning difficulties (downs syndrome, dyslexia).
- Other physical or medical conditions (diabetes, epilepsy, arthritis, cardiovascular conditions, asthma, haemophilia, facial disfigurement).
- Hearing, speech or visual impairments (long or short sight corrected by the wearing of glasses or contact lens is not normally classed as disability).

If yes please categorise your disability below:

|                         |  |
|-------------------------|--|
| Mobility                |  |
| Hearing                 |  |
| Visual                  |  |
| Learning Difficulty     |  |
| Mental Health Condition |  |

If Other please specify:

**Note: All Disabled Persons are guaranteed an interview if they comply with the essential criteria of the role profile**

## 8. Pregnancy and Maternity

Are you currently pregnant? Please place an X in the appropriate box below:

|     |  |    |  |                   |  |
|-----|--|----|--|-------------------|--|
| Yes |  | No |  | Prefer not to say |  |
|-----|--|----|--|-------------------|--|

Are you currently on maternity leave? Please place an X in the appropriate box below:

|     |  |    |  |                   |  |
|-----|--|----|--|-------------------|--|
| Yes |  | No |  | Prefer not to say |  |
|-----|--|----|--|-------------------|--|

I hereby certify that the information given in this application is, to the best of my knowledge and belief, true and accurate.

|  |  |
|--|--|
|  |  |
|--|--|

(Signature)

(Date)