# 

# **Development Bank of Wales**

# **Employment application form**

**This form is also available in Welsh.**

**Mae’r ffurflen hon hefyd ar gael yn Gymraeg.**

• Please complete in type or black ink to aid photocopying

• Please complete all sections of the form

• CVs alone will NOT be accepted

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post title** |  | | | | | | | | | | | |
| **Division** |  | | | | | | Post reference | | | |  | |
| Personal details | | | | | | | | | | | | |
| Surname |  | | | | Address | | | | | | | |
| Initials |  | | | |
| Telephone Home | | |  | |
| Telephone Work | | |  | | Post Code | | |  | | | | |
| Telephone Mobile | | |  | | Email address | | |  | | | | |
| Education and training (Please include all education and training undertaken) | | | | | | | | | | | | |
| School / College / University / Other | | | | | Qualification | | | | | Grade | | Year |
|  | | | | |  | | | | |  | |  |
|  | | | | |  | | | | |  | |  |
|  | | | | |  | | | | |  | |  |
|  | | | | |  | | | | |  | |  |
| Membership of professional associations | | | | | | | | | | | | |
|  | | | | | | | | | Date of admission | | | |
| Employment History | | | | | | | | | | | | |
| Name and address of present employer | | | | | Job title | | | | | |  | |
|  | | | | | Date commenced | | | | | |  | |
| Present salary | | | | | |  | |
| Period of notice required | | | | | |  | |
| Brief description of main duties | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Reason for applying for new post | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Previous employment**  From most recent post. Please explain any gaps in your employment history. | | | | | | | | | | | | |
| Dates From: | |  | | | | To: | | | |  | | |
| Employer | |  | | | | | | | | | | |
| Job title / main duties | | | |  | | | | | | | | |
| Final salary | |  | | | | Reason for leaving | | | |  | | |
| Dates From: | |  | | | | To: | | | |  | | |
| Employer | |  | | | | | | | | | | |
| Job title / main duties | | | |  | | | | | | | | |
| Final salary | |  | | | | Reason for leaving | | | |  | | |
| Dates From: | |  | | | | To: | | | |  | | |
| Employer | |  | | | | | | | | | | |
| Job title / main duties | | | |  | | | | | | | | |
| Final salary | |  | | | | Reason for leaving | | | |  | | |
| Dates From: | |  | | | | To: | | | |  | | |
| Employer | |  | | | | | | | | | | |
| Job title / main duties | | | |  | | | | | | | | |
| Final salary | |  | | | | Reason for leaving | | | |  | | |

Please continue on a separate sheet if necessary.

|  |
| --- |
| Experience and achievements |
| Please explain how you would relate your qualifications, skills and experience (including those not related to employment) to the requirements of the post for which you are applying. In completing this section you should refer to the Role Profile which accompanies this form. Please continue on a separate sheet if necessary. |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Leisure interests | | | | | | | | | |
|  | | | | | | | | | |
| References | | | | | | | | | |
| Please give the names, addresses, telephone numbers and status of two referees. One referee must be your present or last employer and the other should be in a position to comment on your professional work abilities and experience.  **References are normally taken up following acceptance of an offer of employment. References will not be taken up without your permission.** | | | | | | | | | |
| 1. Name |  | | 2. Name |  | | | | | |
| Address | | | Address | | | | | | |
| Telephone | |  | Telephone | | |  | | | |
| Email address | |  | Email address | | |  | | | |
| Status | |  | Status | | |  | | | |
| Additional information | | | | | | | | | |
| Please give any dates in the near future when you are not available for interview. | | | | | | | | | |
|  | | | | | | | | | |
| Driving Licence: Do you have a current driving licence? | | | | Yes | | |  | No |  |
| (Only reply to this if referred to on the Person Specification as a requirement for the post) | | | | | | | | | |
| Data Protection Act 1998 | | | | | | | | | |
| All or parts of the information provided on this form may be used for the purpose of personnel administration and will be treated in accordance with the Development Bank of Wales Group’s registration under the Data Protection Act 1998. | | | | | | | | | |
| Declaration | | | | | | | | | |
| I hereby declare that the information contained in this form is to the best of my knowledge correct. I understand that any wilful mis-statement renders me liable to disqualification or instant dismissal if engaged. | | | | | | | | | |
| Signed | | | Date | |  | | | | |
| Thank you for completing this form | | | | | | | | | |

# Equal opportunities recruitment

# monitoring

The Development Bank of Wales is committed to the promotion of equal opportunities in employment. We will assess applicants for jobs solely against the criteria established for the post and without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The following questions are designed to help us monitor the effectiveness of our Equal Opportunities and Diversity Policy and will be used for no other purpose. **Please note this form is detached from your application and forms no part of the recruitment process.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Post Details** | | | | | | | | | | | |
| Job title | | | | Division | | | | Post ref. no. | | | |
|  | | | |  | | | |  | | | |
| **2. Personal details** | | | | | | | | | | | |
| Surname | | | | Forenames | | | | Date of birth | | | |
|  | | | |  | | | |  | | | |
| **3. Please supply details of any unspent criminal convictions as defined under the Rehabilitation of Offenders Act 1974.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **4. Please record how many days you have lost from work in the past 2 years, as a result of sickness, supplying details as appropriate.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **5. Gender** | | | I am: | | | | Female | |  | Male |  |
| **6. Disability** | | | | | | | | | | | |
| The Equality Act (2010) Disability Discrimination Act (1995) defines disability as: ”physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities” | | | | | | | | | | | |
| Do you consider yourself to be a disabled person? | | | | | | | Yes | |  | No |  |
| Do you have any condition that would require specific arrangements or reasonable adjustments, at interview or on subsequent appointment? Please specify: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **7. Religion or Belief** | | | | | | | | | | | |
| Please state if there are any specific arrangements or facilities that you would require at interview or on subsequent appointment for religion or belief observance in the workplace. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **8. Are there any restrictions on your right to work in the UK? If yes please give details.** | | | | | | | | | | | |
| Yes |  | No | | |  |  | | | | | |
|  | | | | | | | | | | | |
| Continued overleaf | | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| Equal opportunities recruitment monitoring (continued) | | | | |
| **9. What is your Ethnic Origin? Please tick the appropriate box to indicate your cultural background. (Please tick one box only)** | | | | |
| The Development Bank of Wales Group keeps records of people's ethnicity and monitors in accordance with our Equal Opportunities and Diversity Policy. The Group complies with the Equality Act 2010 which outlaws unfair discrimination on the grounds of race in the field of employment, training, education, facilities and provision of goods and services. The information collated is used solely for the purposes of monitoring ethnic diversity in the Group and details are not divulged as part of the recruitment process. | | | | |
| **White** | | | | |
|  | British | |  | Irish |
|  | British Other (please state) | |  | |
|  | Any other White background (please state) | |  | |
| **Mixed** | | | | |
|  | White and Black Caribbean | |  | White and Black African |
|  | White and Asian | | | |
|  | Any other Mixed background (please state) | |  | |
| **Asian or Asian British** | | | | |
|  | Indian | |  | Pakistani |
|  | Bangladeshi | | | |
|  | Any other Asian background (please state) | |  | |
| **Black or Black British** | | | | |
|  | Caribbean | |  | African |
|  | Any other Black background (please state) | |  | |
| **Chinese, Chinese British or other ethnic group** | | | | |
|  | Chinese | | | |
|  | Any other background (please state) | |  | |
| **10. It is useful for the Development Bank of Wales Group to be able to monitor the effectiveness of its recruitment strategy and the media used. To help us with this, would you please state where you first learned of this vacancy.** | | | | |
| Newspaper/Publication | |  | | |
| Website | |  | | |
| Was this a link from another site? If so which one | |  | | |
| Any other source (e.g. internal application, job centre, recruitment agency etc) | |  | | |
| Thank you for completing this form | | | | |

Development Bank of Wales Plc (Banc Datblygu Cymru ccc) is the holding company of a Group that trades as Development Bank of Wales. The Group is made up of a number of subsidiaries which are registered with names including the initials DBW. Development Bank of Wales Plc is a development finance company wholly owned by the Welsh Ministers and it is neither authorised nor regulated by the Prudential Regulation Authority (PRA) or the Financial Conduct Authority (FCA). The Development Bank of Wales (Banc Datblygu Cymru ccc) has three subsidiaries which are authorised and regulated by the FCA. Please note that neither the Development Bank of Wales Plc (Banc Datblygu Cymru ccc) nor any of its subsidiaries are banking institutions or operate as such. This means that none of the group entities are able to accept deposits from the public. A complete legal structure chart for Development Bank of Wales Plc can be found at developmentbank.wales