****

**APPLICATION FOR EMPLOYMENT**

Position applied for: Production Manager

Please read the job description and person specification carefully before completing all sections of the form, if you need to use additional sheets please mark them clearly with your name and to which question the answer relates. CV's will not be accepted.

The short-listing panel will only be shown pages 3-5 of this form and any additional sheets.

All applications to be submitted electronically by 27th September 9am

Kelly Twydale, Programme Manager [kelly@ndcwales.co.uk](mailto:kelly@ndcwales.co.uk)

**Personal Details**

Title:

Full Name:

Address:

Postcode:

E-mail:

Daytime telephone / Mobile:

Date of Birth:

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer (who has employed you within the last five years)

Name: Name:

Position: Position:

Address: Address:

Postcode: Postcode:

Phone (Day): Phone (Day):

E-mail: E-mail:

Relationship to you: Relationship to you:

**Advertising Monitoring**

How did you find out about this post?

**Declaration**

I certify that the information given on this and all other forms/sheets is correct to the best of my knowledge. I also understand that should I be appointed and then any part of my application is subsequently found to be untrue, my employment may be terminated.

Signature of applicant:

Date:

**Current Employment Details**

**Company Name:**

**Address:**

**Postcode:**

**Phone:**

**Nature of Business:**

**Your current job title:**

**Start date:**

**Present salary/wage:**

**Notice Required:**

**Briefly describe your role and responsibilities:**

**Employment History (including any voluntary or unpaid work** **which you feel is relevant)**

Detail your previous employment, commencing with your last employer (not current).

|  |  |  |  |
| --- | --- | --- | --- |
| Length of Service | Name & Address | Job Title | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education History and Qualifications**

Starting with the most recent, please give details of colleges or universities and secondary schools attended, including qualifications gained. Please include any current studies.

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

**Training History**

Please detail training courses attended during the past five years, whether organised or sponsored by your employer or attended in a personal capacity.

|  |  |  |
| --- | --- | --- |
| Training organisation or name of trainer | Title and brief description of course | Duration |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other information** (Please delete as necessary)

a) Are you a Welsh speaker? NO

b) Have you been convicted of any criminal offences

which are not yet 'spent' under the Rehabilitation

of Offenders Act 1974? NO

If YES please give details……………………………………………………………………………………

**Please outline your interests and hobbies:**

**Further information in support of your application**

This section enables you to give us more detailed information in support of your application, including why you have applied for this particular post, what specific qualities you would bring to the post and the organisation. Please refer to the job description and person specification and continue on additional sheets if required. Failure to complete this section will result in the application being automatically rejected.

**CONFIDENTIAL: EQUAL OPPORTUNITIES MONITORING FORM**

We are committed to our equal opportunities policy. Suitability to undertake the job is our sole criterion for selection. In order us to monitor our policy, please complete the following questionnaire. This section forms no part of our selection process.

Please tick where appropriate:

**A. Ethnic Origin**

**I would describe my ethnic and cultural origin as:**

White:

British

Irish

European

Any additional white background, please specify:

Black:

British

African

Caribbean

Any additional black background, please specify:

Asian:

British

Indian

Pakistani

Bangladeshi

Any additional Asian background, please specify:

Chinese or other Far Eastern:

British

Chinese

Korean

Japanese

Vietnamese

Any other Chinese or Far Eastern, please specify:

Mixed Race, please specify:

**B. What gender do you present yourself as**

**C. Date of Birth**

**D. Disability**

NDCWales gives every encouragement to disabled job applicants and will offer an interview to all disabled candidates who meet the essential requirements of the person specification.

Would you describe yourself as having a disability? Yes  No

If yes what reasonable adjustments would you require at interview stage.

Full Name (please print):

Signature: Date: