CAREERS WALES APPLICATION FOR EMPLOYMENT

Post applied for: Administration Assistant

Closing Date:

# 1. PERSONAL DETAILS

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| Title: Forename(s): Current Surname:  |
| Home address: | Tel (Home): |
|  | Tel (Mobile): |
|  | Tel (Business): |
| Postcode:  | Email Address: |
| Are you related to or do you have a close relationship with any employee or Director of this Company? YES/NOIf yes, please state name and relationship. |
| Please indicate if you would prefer an interview in Welsh including any methods of assessments: YES/NO |

Please note that we outsource our background and reference checking to Sterling Backcheck and cannot make job offers until we receive clearance. If you are successfully placed on our preferred candidate list you will be sent a link to the Sterling Backcheck portal, where you will be required to give details of your referees. To expedite this process please check that your referees will provide a reference and check their current availability (that their contact details are current) before giving their name to sterling Backcheck. Should your referees wish to give a reference in Welsh, please advise us and we will make appropriate arrangements.

# 2. SUMMARY OF EDUCATION, EMPLOYMENT AND OTHER EVENTS

**Please provide a full chronological history, most recent/current employer first, since leaving Secondary Education. Include education post 16, full-time training courses, employment, voluntary work and explanations for periods not in employment or study. Please do not include dates.**

| Institution/Name of Employer | Course of Study or Job Title | Other Comments / Explanation of Gaps |
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# 3. FULL DETAILS OF PROFESSIONAL QUALIFICATIONS & TRAINING

1. **Qualifications Gained:**

**Please give details of your qualifications gained to date, beginning with the most recent. You must specify examining/awarding body, and grade of pass if applicable**

| Qualifications Gained and Grade as appropriate | Awarding Body |
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1. **Membership of a Professional Organisation/Association: please specify, including membership grade.**

| Name of Professional Body/Association | Membership Type/Grade |
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1. **Other Relevant Learning, Training, Short or Part-Time Courses:**

| Course Name | Certificate gained |
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# KEY ACCOUNTABILITIES AND RESPONSIBILITIES

**Before completing this section, please refer to the CCDG Job Specification for the role. For each of the Key Inputs listed below, please write no more than 250 words per section describing how you demonstrate the skills, knowledge and experience to meet the requirements of the role.**

**Please refer to all sections of the job description when preparing your answer, and then clearly show how you would apply your skills, knowledge, experience and personal attributes to the role you are applying for, highlighting how up to date your skills and knowledge of each aspect are and the depth of your expertise in that area.**

| Key Inputs | **Response (Up to but no more than 250 words in each section please)** |
| --- | --- |
| Key Input 1Provide administrative support services to area teams, vacancy support services, Business Improvement or Service Development teams or SMT functions as required. |  |
| Key Input 2Contribute to the facilitation of external and internal meetings and events |  |
| Key Input 3Provide high quality administrative support for relevant offices and centres |  |
| Key Input 4Provide reception support at careers centres or area offices as required. |  |
| Key Input 5Support the provision of an efficient and effective vacancy –handling service for employers, learning providers, colleagues and clients, as necessary |  |

# DATA PROTECTION STATEMENT

In relation to Personal Data and Sensitive Personal Data (as defined by the General Data Protection Regulations 2018) and the Privacy Notice and the Data Protection Policy provided to you with your application pack, the information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment, including taking up references (for external candidates) before any offer of employment is made.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you are agreeing to the processing of personal data as described above, in accordance with our registration with the Information Commissioner.

# DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, may result in my dismissal.

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| Signature: |  | Date: |  |