



Celtic Leisure

Application Form

The completion of this application form is an integral part of our recruitment process. Please do not substitute your CV for this document. Please complete this form in BLACK ink or type.

POST APPLIED FOR

[Empty box for Post Applied For]

INTERNAL USE ONLY

CANDIDATE NUMBER:

PERSONAL DETAILS – PART A

Preferred Title (Mr Mrs Miss Ms Other (specify))	
First Name(s)	
Surname/Family Name	
Address	
Postcode	
Telephone Numbers inc. STD Code	Home
	Mobile
	Work
Email Address	

We may need to contact you during the day, please indicate which is the telephone number you would prefer us to call you on.

ASYLUM & IMMIGRATION ACT 1996

National Insurance No									
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Are you eligible to live and work in the UK in accordance with the Asylum & Immigration Act 1996?	
Do you need a work permit?	

If your application is successful you will be required to bring proof of eligibility to work in the UK to your interview.

Celtic Leisure Limited
 Neath Leisure Centre, Dyfed Road, Neath SA11 3AW
 Canolfan Hamdden Castell Nedd, Heol Dyfed, Castell Nedd SA11 3AW
 T: 0300 365 5566 F: 0845 123 2235
 E: info@celticleisure.org www.celticleisure.org
 Company Number / Rhif y Cwmni: 9519616 VAT Number / Rhif TAW: 801369744
 Charity Number / Rhif Elusen: 1161131
 In partnership with Neath Port Talbot County Borough Council.
 Mewn partneriaeth a Chyngor Bwrdeistref Sirol Castell Nedd Port Talbot.



REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and final warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

If you have no convictions please write NONE _____

If you do have any previous or outstanding convictions, cautions, reprimands or final warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc if you are invited for interview.

DISCIPLINARY / GRIEVANCES

Have you been the subject of any Disciplinary/Grievance procedures in the last two years or do you have any issues pending?

YES / NO

REFERENCES

Please give names, addresses and telephone numbers of two people who can provide references for you. They should be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. Celtic Leisure reserves the right to contact other previous employers. We do not approach referees until after interview.

Present Employer	
Name	
Job Title	
Organisation	
Address & Postcode	
Telephone Number	
Email Address	
How is this referee known to you?	
Do you wish to be contacted before we approach this referee?	YES / NO

Previous Employer (Please indicate if this referee is not your previous employer)	
Name	
Job Title	
Organisation	
Address & Postcode	
Telephone Number	
Email Address	
How is this referee known to you?	

DECLARATION

<p>I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.</p>	
Signed:	Date:

If you downloaded your application from the internet please print it off and sign.

Section A will be detached from your application. All short listing will be carried out on a completely fair basis inline with Equal Opportunities Legislation and Policy.

INTERNAL USE ONLY	CANDIDATE NUMBER:
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EDUCATION & WORK HISTORY - PART B

DO YOU DRIVE? YES / NO _____

DO YOU HAVE ACCESS TO A VEHICLE? YES / NO _____

EDUCATION & QUALIFICATIONS

Please tell us about the school/college/university you attended, starting with the most recent.

Names of Schools / Colleges / Universities Attended since age 11	Qualifications gained / being sought – including grades

VOCATIONAL TRAINING

Please tell us of any other further education or courses you have completed either at your present or previous employer(s) that you think are relevant to this application. See Guidance Notes for more detail.

Course Title & Content	Organisation that ran the training	Date & duration of training

VOLUNTARY WORK

Please give details of any voluntary work or community activity.

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PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

Please list details of any professional qualifications or your current membership of any organisation(s) which are relevant to this job.

Name of Organisation	Type of Membership

We may request evidence of your qualifications before making an appointment.

PRESENT / MOST RECENT EMPLOYMENT

Employer's Name	
Employer's Address & Postcode	
Your Job Title	
Salary/Wages Other Benefits	£ pw/pa
Date Employed From	
Date of Leaving (or notice period required)	
Please give us a brief description of your duties (please continue on a separate sheet if necessary)	
Reason for leaving	

PAST EMPLOYMENT

Please give details of your entire work history, any gaps in your employment history must be accounted for.

EMPLOYERS NAME AND ADDRESS:	DATES EMPLOYED FROM & TO:	JOB TITLE & BRIEF DESCRIPTION OF DUTIES:	REASON FOR LEAVING:

If you need more space please continue on a separate sheet of paper.

EXPERIENCES AND ACHIEVEMENTS

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application, with specific reference to the job specification.

Please return the completed application form to the address below:

HR and Payroll Department
Neath Sports Centre
Cwrt Herbert Playing Fields
SA10 7BE

EQUAL OPPORTUNITIES MONITORING

- ◆ We are an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, race, ethnic or national origin, disability, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, or political affiliation.
- ◆ Our selection criteria and procedures are frequently reviewed to ensure that all individuals are selected, promoted and treated on the basis of their relative merits and abilities.
- ◆ All employees are given equal opportunity and are encouraged to progress within the organisation.
- ◆ The information on this form will be treated in confidence and will not be used as part of the selection process. Part A of this form will be separated from your application form on receipt and will not be seen by the recruitment manager.
- ◆ We are committed to an ongoing programme of action to make this policy fully effective.