



Caldicot & Wentlooge Levels IDB

Job Application Form



Thank you for applying for a position with C&WLIDB

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

PRIVATE AND CONFIDENTIAL - Please complete in BLACK INK

Post Details

Job title of post applied for

Please indicate where you saw the post advertised

Press/Publication - please specify Job Centre Plus

Internet - please specify Word of mouth

If other - please specify

Personal Details

Surname Forename(s)

Address

.....

..... Post Code

Home Telephone No.

Business Telephone No.

Mobile Telephone No.

E-mail Address

National Insurance No.

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

C&WLIDB is committed to equality of opportunity in employment. We positively welcome your application irrespective of your gender, disability, race, colour, ethnic or national origin, nationality, sexuality, marital status, age, religious or political beliefs.

Qualifications

Proof of qualifications may be required at interview

Date to & from Month/Year	Schools, Colleges, Training Centres/Courses attended	Qualifications gained or pending (state subject & level)	Grade

Present/most recent employment

Name and address of present or most recent employer

.....

Job Title

Dates of employment: From(month/year) To (month/year)

Brief description of duties and responsibilities

.....

.....

Reason for wanting to leave Salary/Wage

Other financial benefits Period of notice

Previous employment

Please enter in reverse date order and include any training placements, temporary, unpaid or voluntary work

Date to & from Month/Year	Employers Name & Address	Job Title & Salary	Brief Description of Duties	Reason for Leaving

Professional Membership

Membership of Professional Bodies

Body	Grade of Membership	Whether by Exam?	Date

Other relevant information and experience

The information you provide in this section is important in assessing your application. Please use this space to state your reasons for applying for the post, relating your skills, experience, personal qualities and training to the requirements of the job description.

Miscellaneous

Are you related to any Member or employee of C&WLIDB ? Yes No

If yes, please state name and relationship

.....

.....

Have you been convicted of a criminal offence? Yes No

If yes, please give details including dates except spent convictions under the Rehabilitation of Offenders Act

.....

.....

.....

.....

How many days have you been absent in the last three years (most recent first)?

Year 1 Year 2 Year 3

Do you hold a full valid driving licence? Yes No

If it is a non UK licence, please specify country of issue

.....

Do you hold a full valid HGV Licence? Yes No

Do you hold a full valid PSV Licence? Yes No

If you have any driving endorsements please detail

.....

.....



References

Please give the names of two persons to whom reference may be made in respect of your application. The first should be from your last employer.

Referees are only contacted if candidates are to be interviewed.

The Board reserves the right to contact any previous employer.

Name Position

Address

Telephone Number

E-mail

If you do not wish this referee to be contacted until a provisional offer of employment is made please indicate by ticking the box.

Name Position

Address

Telephone Number

E-mail

If you do not wish this referee to be contacted until a provisional offer of employment is made please indicate by ticking the box.

Declaration

The information you have provided on this form is subject to the Data Protection Act 1998. It will be held by the Board for recruitment purposes. If you are appointed, this information will be retained for the duration of your employment with the CWLIDB. If you are not appointed, your information will be kept on file should a suitable vacancy arise.

DECLARATION: I declare that the information given in this application is complete and true, that I have not canvassed (either directly or indirectly) any Board Member or Senior Officer of the C&WLIDB and will not do so.

Signed Date

Please return the application form to:

The Office Manager, C&WLIDB, Pye Corner, Broadstreet Common, Nash, Newport, NP18 2BE

Tel: 01633 275922 Fax: 01633 281155 E-mail: admin@caldandwentidb.gov.uk www.caldandwentidb.gov.uk
