**Application form** for:

**Facilities Officer**

Please return your completed application form to

our Secretary, Katherine Hughes [secretary@caerphillyminerscentre.org.uk](mailto:secretary@caerphillyminerscentre.org.uk) 029 2167 4242

The closing date for receipt of completed application forms is **5 pm Friday 25 February 2022**

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| **Personal details** |
| **Surname: First name:** |
| **Address:**  **Post code:** |
| **Telephone Number:**  **Mobile:**  **Email:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education and qualifications** | | | | |
| **Educational establishments attended** | Dates ***(from - to)*** | **Qualifications gained** | **Grade** | **Date** |
|  |  |  |  |  |
| **Work experience** | | | | |
| **Please give details of any employment you have undertaken (paid or voluntary). Please give the most recent information first.** | | | | |
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| **Statement in support of your application** |
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| **Supplementary information** |
| **Do you hold a current driving licence? Yes / No**  *(please circle)*  **If you have current endorsements, please give details:**  **Have you the use of a car? Yes / No**  *(please circle)* |
| **Have you been convicted of any criminal offence (including driving offences) other than those regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974?**  **Yes / No**  *(please circle)* |
| **Do you speak Welsh? No / Learner / Fluent** *(please circle)* |
| **Where did you see the advertisement for this post?** |

|  |  |
| --- | --- |
| **References** | |
| **Please give below the names of two referees (not a relative) who have agreed to give a reference on your behalf regarding personal character, capabilities, experience, etc. One of your references should be your existing or most recent employer. References will be taken up for shortlisted candidates prior to interview unless you have specified otherwise below.** | |
| **Name:**  **Address:**  **Post code:**  **Telephone:**  **Email:** | **Name:**  **Address:**  **Post code:**  **Telephone:**  **Email:** |
| **Capacity in which known:** | **Capacity in which known:** |
| **May we approach this referee prior to interview?**  **Yes / No**  *(please circle)* | **May we approach this referee prior to interview?**  **Yes / No**  *(please circle)* |

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| **Declaration / confirmation of details** |
| **I declare that the information I have given in this application form is correct. I understand that withholding relevant information or providing false or misleading information may result in the withdrawal of a job offer, or employment being terminated.**  **Signed: Date:** |

**Equal Opportunities Monitoring Form**

**Name:** …………………………...................

**Job applied for:** ……………………………………….

Caerphilly Miners Centre for the Community is committed to the principle of equal opportunities. In order to improve our recruitment and selection processes, and to monitor the effectiveness of our adopted Equality and Diversity Policy, we would be grateful if you could answer the following questions. Please be assured that the information provided will be treated as confidential and will be kept separate from and not used as part of the selection process.

Please complete this form and return it with your application. Thank you.

**Disability**

*(Please tick the relevant box)*

Do you consider that you are disabled? Yes 🞏 No 🞏

*(The definition of disability is that used in the Disability Discrimination Act: a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.)*

**Age**

under 25 🞏

25 to 49 🞏

50 + 🞏

**Gender**

Male 🞏

Female 🞏

Prefer not to say 🞏

**Ethnic Origin**

A) White

British 🞏

English 🞏

Scottish 🞏

Welsh 🞏

Irish 🞏

Any other white background: *(please provide detail)*

……………………………………………………………

B) Mixed

White and Black Caribbean 🞏

White and Black African 🞏

White and Asian 🞏

Any other mixed background: *(please provide detail)*

……………………………………………………………

C) Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

Indian 🞏

Pakistani 🞏

Bangladeshi 🞏

Any other Asian background: *(please provide detail)*

……………………………………………………………

D) Black or Black British, Black English, Black Scottish, Black Welsh

Caribbean 🞏

African 🞏

Any other Black background: *(please provide detail)*

……………………………………………………………

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or  
 other Ethnic Group

Chinese 🞏

Other 🞏

F) Prefer not to say 🞏