

VALUATION TRIBUNAL FOR WALES

JOB APPLICATION

CONFIDENTIAL

Position Applied For:

Administrative Support Officer

Location:

Based at Newport

Applications may be submitted electronically or in hard copy; but they must be received before 06 October 2017.

Email electronic applications to:

VTWaleseast@vtw.gsi.gov.uk

Post hard copy applications to:

ASO Application
Chief Executive
Valuation Tribunal for Wales
22 Gold Tops
Newport
South Wales
NP20 4PG

Alternatively, hard copy applications may be handed into the reception at :
Valuation Tribunal for Wales, 22 Gold Tops, NEWPORT, NP20 4PG

Do not send both electronic and hard copy applications. Use one or the other; not BOTH.

If you have any difficulty in completing this form, someone else may fill it in on your behalf and indicate that they have done so.

PERSONAL DETAILS

Surname / Family Name	First Names
Title (Mr, Mrs, Miss etc)	Preferred Name
Address for Correspondence	Home Tel. No. (inc STD code)
	Work Tel No. (inc STD code)
	Mobile. No.
	Email address:

Date of Birth

If you are not a British or EU National do you require a Work Permit?

Yes

No

Have you ever been convicted of a criminal offence?

Yes

No

If 'Yes', please give details

Are you related to any member or employee of the Valuation Tribunal?

Yes

No

If yes, please state to whom and nature of relationship

Do you hold a full current British driving licence?

Yes

No

YOUR QUALIFICATIONS

Please list any academic or professional qualifications

Subject	Date Obtained	Awarding Body –	Level (e.g. GCSE, 'A' Level, Degree)	Grade

Please note it is our policy always to check relevant qualifications

Please give details of any other training you have received in the last 5 years

Please give details of any membership of a professional body

Do you consider you are competent to communicate orally and in writing in the following languages

English

Welsh

ACTIVITIES AND INTERESTS

Please describe any activities or interests you have outside work (use the reverse of this sheet if further space is required)

YOUR WORK EXPERIENCE

Please list your experience, indicating whether full time, part time or vacation work; your job title; the type of business e.g. Retail, Banking, Manufacturing etc.; the dates you were employed; your key responsibilities; your salary and your reason for leaving. Please account for any gaps.

Current Employment including any part-time employment

Name of Employer & Type of Business	Dates	Job Title & Responsibilities	Salary

YOUR WORK EXPERIENCE (continued)

Previous Employment (most recent first) including any part-time employment

Name of Employer & Type of Business	Dates	Job Title & Responsibilities	Salary	Reason for Leaving

Why are you applying for this post?

YOUR EXPERIENCE, STRENGTHS AND SKILLS

Describe your experience, strengths and skills, and how you consider you could apply them to this job. Examples may come from any area of your life which you regard as relevant, not just work, e.g. home, social, leisure, voluntary/community work, school, college etc. (Please use the reverse of this sheet if necessary)

REFEREES

Please give the names of **two** work/educational referees. If you are currently in work or have previously worked, one of these should be your current or last employer. Please list any other employers for the last 3 years. We may need to approach them for brief verification.

1. FIRST REFEREE

Name:
Job title:
Tel. no.
Email:

Address:

Is this your present employer?

Yes No

May we approach them for a reference before an offer is made?

Yes No

2. SECOND REFEREE

Name:
Job title:
Tel. no.
Email:

Address:

May we approach the second referee before an offer is made?

Yes No

DECLARATION

Has someone else completed this form?

Yes

No

If the form has been completed on your behalf please provide the reason for this below.

Statement by Applicant

The information provided above is full and correct. I understand any offer, if made, will be on the basis of and subject to the receipt of references, which the Valuation Tribunal for Wales regards as satisfactory. If it is subsequently found that the information is false or incomplete, I understand that my employment and contract will be void and that I may be liable to summary dismissal.

Name:

Date:

Signed

Note: If you are submitting your application electronically, you may add your signature to the box above if you are called to interview.

The information within this application will only be retained/used for the purpose of employment of staff within the Valuation Tribunal for Wales and its funding sponsor, the Welsh Government. The Valuation Tribunal for Wales will not disclose details to other persons/bodies beyond what is reasonably necessary to verify and secure information declared.

EQUAL OPPORTUNITIES

The Valuation Tribunal for Wales is an equal opportunities employer and takes positive steps to ensure that all persons are selected for jobs solely on their suitability. Our recruitment and selection procedures are monitored to ensure that this is so. To do this effectively we need specific information from you and ask that you complete the section below. This information is treated confidentially and will not be used for any purpose other than to monitor the recruitment procedures of the VT for Wales. The classifications used are those recommended by the Commission for Racial Equality.

INDIVIDUAL DETAILS

Name:

Position Applied for:

Location:

Have you been known by any other Surname?

Yes

No

If 'Yes', please specify

Date of Birth

Age

ETHNIC ORIGIN

Please indicate your ethnic origin by ticking the appropriate box:

Black Caribbean

Black

Black Other
(please specify)

Pakistani

Chinese

Indian

White

Other
(please specify)

DISABILITY

Do you consider yourself to have a disability?

Yes

No

If 'Yes', please specify nature of disability.

Do you require any special arrangements / facilities if you attend an interview?

Yes

No

GENDER

Please tick as appropriate

Male

Female

MARITAL STATUS

Please tick as appropriate

Single

Married

Widowed

Divorced

RECRUITMENT EFFECTIVENESS

How did you find out about this position?