



VALUATION TRIBUNAL FOR WALES



JOB APPLICATION

CONFIDENTIAL

POSITION APPLIED FOR:	Administrative Support Officer
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PERSONAL DETAILS

Surname / Family Name	First names	Preferred name	Title (Mr, Ms, etc)

Email address	Mobile phone	Home phone	Work phone

Home address	Where did you see the job advertised?

Do you require a Work Permit to work in the UK?	
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Do you hold a driving licence which permits you to drive in the UK unaccompanied?	
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Please consult the Welsh Language Skills table in the application pack and tell us how you assess your own abilities in the following areas.

Enter Level 1, 2, 3, 4 or 5 as appropriate; or "0" (zero) if you have no Welsh language ability.

Listening:		Speaking:	
Reading:		Writing:	

Are you related to any member or employee of the Valuation Tribunal?	
If so, please name the person and state the relationship:	

ACADEMIC QUALIFICATIONS	List HIGHEST level qualifications FIRST, and progress down the table to the lowest			
Subject	Qualification (A level/ BSc/ MA etc	Grade	Date obtained	Name of school, university, institution or awarding body (as appropriate)

Note: it is our policy always to check relevant qualifications

ANY OTHER TRAINING in the last five years (include dates)

PROFESSIONAL QUALIFICATIONS / MEMBERSHIP (include dates)

YOUR WORK EXPERIENCE	List your experience in reverse date order (i.e. most recent FIRST)				
Name of employer and town/city	Start date	End date	Job Title and brief description of role (state whether Part-time or Full-time)	Reason for leaving	Salary

Please explain the reason for any significant gaps in the employment record above (i.e. gaps of 3 months or more)

Please explain why you are applying for this job at the Valuation Tribunal

Bearing in mind the information given in the Application Pack, please explain how you are a good fit for this role.

Before submitting your application form, read the important information on the next page.

IMPORTANT INFORMATION – YOU MUST READ THIS SECTION

Your declaration when submitting this form to the Valuation Tribunal

By submitting this application for employment, you are declaring that the information you have provided is accurate and that you are in agreement with the information being processed by the Valuation Tribunal for Wales in line with its registration with the Information Commissioner and the applicable data protection laws of the UK.

You are also declaring that you understand that, if you have provided incorrect information or concealed information which you should have provided, you may be disqualified from the selection process – or, if appointed, you may be summarily dismissed.

Basic identity and security checks, and references

If you are offered a post at the Valuation Tribunal for Wales, the offer will be conditional upon passing at least basic identity and security checks.

See <https://www.gov.uk/government/organisations/disclosure-and-barring-service> for details. The Tribunal will pay for the check.

The Tribunal does not ask for opinion references from previous employers or education providers. However, it may ask previous employers or education providers for factual information on your attendance record and timekeeping. Be prepared to provide us with appropriate contact information so that we can undertake this enquiry if you are made a conditional offer of the job.

Assistance during the selection process

If you are selected for interview, we will contact you to see if you require the provision of any facilities that we do not already provide as standard. Our venues are accessible by wheelchair and a hearing loop is available.

Submission of your application form

Submit your application by email or post by the stated deadline. Late applications will not be entertained. Use ONE method only; do not send by both email and post.

By email: send your application form as an attachment to: jobs@valuationtribunal.wales

By post to: *(note that there is no requirement for a covering letter)*

Job Applications
Valuation Tribunal for Wales
22 Gold Tops
Newport
South Wales
NP20 4PG