For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_

**VOLUNTARY ACTION MERTHYR TYDFIL**

**Tackling Loneliness and Isolation – Development Officer**

**Personal Details**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Please give details of two referees, one of which should be your present or most recent employer.

|  |  |
| --- | --- |
| 1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note;**

1 We will not request references until after the interviews have been held.

2 The first two pages will be detached from your application for the purpose of shortlisting candidates.

3 You must complete all sections of the application form. Curriculum Vitae will not be accepted and if included will be disregarded.

For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_

**Application Form**

The information provided will be processed in accordance with the provisions of the General Data Protection Regulation and the Data Protection Act 2018. By signing below you are giving your consent to your data being processed in accordance with the enclosed Privacy Notice.

**Declaration:**

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declarations or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, a probationary period and (if the VAMT believes it appropriate) a medical report, evidence of relevant qualifications and DBS disclosure, all of which must be deemed by VAMT to be satisfactory.

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signed:

Date:

**EDUCATION AND TRAINING**

For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_\_

**Secondary Education**

|  |  |  |
| --- | --- | --- |
| Qualifications gained | Dates: From | To |
|  |  |  |

**Further and Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Qualifications gained | Dates: From | To |
|  |  |  |  |

**Other Qualifications**

|  |  |  |
| --- | --- | --- |
| Qualification | Details | Date gained |
|  |  |  |

For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_

Other relevant courses attended

|  |  |  |
| --- | --- | --- |
| Organising Bodies | Details | Dates |
|  |  |  |

Please give details of unpaid work experience or voluntary work.

|  |
| --- |
|  |

If there are gaps in your employment record, please account for them below. Please give details, for example, caring for dependants.

For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY**

Present or most recent employer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of Employer | Dates:From | To | Job Title | Notice required | Salary |
|  |  |  |  |  |  |

Main duties and responsibilities

|  |
| --- |
|  |

**Previous Paid Employment (start with the most recent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Dates:From | To | Job Title | Salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_

**Other Information**

Are you currently eligible for employment in the UK? Yes/No

Please state what documentation you can provide in order to demonstrate this e.g. British passport/European Economic Area identify card/full birth certificate/Passport or travel document showing an authorisation to reside and work in the UK.

Do you hold a full current driving licence for use in the UK? Yes/No

Is your driving licence free of endorsements? Yes/No

If no, please give details of any points or convictions, including any pending convictions

For Office Use Only:

Ref No: \_\_\_\_\_\_\_\_\_

**SUPPORTING INFORMATION**

Please look at the PERSON SPECIFICATION for this section. Use it to show us how you have the skills and knowledge requested (use extra sheets if necessary). Please remember to include any relevant voluntary work or life experience.

Please return this form to Voluntary Action Merthyr Tydfil, Voluntary Action Centre, 89-90 High Street, Merthyr Tydfil, CF47 8UH and mark the envelope “BAME Engagement Officer”. Alternatively send via email to: carol.hindley@vamt.net and put “BAME Engagement Officer” as the subject heading.

The closing date for receipt of applications is: Wednesday 31st March 2021 at 12 Noon.