**Application Process**

Dear Applicant,

Welcome to the **first stage** of our recruitment process.

Thank you for showing interest in the work of our Team. We hope to make our recruitment process as accessible and efficient as possible so please contact us if you have any questions at all about the form, the process or the role and we will be pleased to help.

In order to assess your suitability for the advertised role we have four separate sections to this application form:

1. **Section 1-** Your personal details and contact information so that we can contact you about your application. (This is a compulsory section for completion).
2. **Section 2**- Your education, employment and/or voluntary work history and achievements (you can send us an updated CV for this section if you prefer)
3. **Section 3**- An opportunity to tell us why you want to work for our Team and what unique skills and experiences you can bring to the role. (You can complete this section in one of three ways: demonstrating how you meet each requirement of the person specification in tabular form, writing a free-flowing narrative about yourself or submitting a video telling us about yourself.)
4. **Section 4-** Your referees and declaration of your understanding of the application process (this is a compulsory section).

If you wish to receive a hard copy of the information, or receive an alternative format e.g. audio, braille or large font then please contact: [**recruitment@futuregenerations.wales**](mailto:recruitment@futuregenerations.wales) requesting a specific alternative format and quoting the vacancy job title.

Please return your application document(s) by post to the postal address below or by e mail to: [**recruitment@futuregenerations.wales**](mailto:recruitment@futuregenerations.wales)

**Head of Human Resources, Office of the Future Generations Commissioner for Wales, Market Chambers, 5-7 St Marys Street, Cardiff CF10.**

**Privacy Notice**

**Applicants, this is important information for you about your private data so please ensure you read** **this before completing our form**

We will collect and use the information you provide for us on this form to:

* Enable contact with you for the duration of the recruitment process.
* Enable the assessment of the information you provide on this form against the requirements of the job as set out in the vacancy details on our website for the purpose of shortlisting applicants for the interview process and completing the selection process.

We process this information under **the legitimate interest principle** which means that the information you provide is on a voluntary basis to assist us with the assessment of your application for a role.

We will transfer your application from the recruitment mail box or scan a hard copy of your application to a secure online platform for the duration of the recruitment process, i.e. for 3 months after the closing date.

Your information will be shared via secure access to the online platform with a restricted number of Team members who have a legitimate reason to handle or view your information for recruitment purposes.

After the 3-month period we will delete your application from our systems unless you are successful in gaining employment, secondment or a collaboration agreement with us.

You have the right to request deletion of your application before the before the 3-month retention period if you decide to withdraw your application or if you are unsuccessful. To do this you should contact us in writing by e mailing [contactus@futuregenerations.wales](mailto:contactus@futuregenerations.wales)

We will never transfer your personal details to any 3rd parties without your consent.

**Section One**

**Your Personal Details**

Last name/Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your preferred name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been known by any other name? Yes □ No □

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Contact/Home Address:**  **Postcode:**  **Contact numbers:**  (Please indicate if you would prefer us to use a **specific** telephone number to contact you about your application)  **Home telephone no:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mobile telephone no**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other/Work telephone no**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E-mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Your nationality and immigration Status

|  |  |  |
| --- | --- | --- |
| Your nationality at birth |  | |
| Your present nationality |  | |
| Have you possessed any other nationality or citizenship? | ☐ Yes | ☐ No |
| If yes, please specify |  | |
| Are you subject to immigration control? | ☐ Yes | ☐ No |
| If yes, please specify |  | |
| Are you resident in the UK? | ☐ Yes | ☐ No |
| Are there any restrictions on your continued residence in the UK? | ☐ Yes | ☐ No |
| If yes, please specify |  | |
| Are there any restrictions on your continued freedom to undertake employment in the UK? | ☐ Yes | ☐ No |
| If yes, please provide details |  | |

**Section two**

**Your education, employment and voluntary work history and achievements.**

Please note you can submit an up to date curriculum vitae for this section if you prefer. Please ensure your CV reflects all the information requested in this section and indicate here if you have submitted a separate document.

**Yes** I have submitted a separate CV document **Please tick here** □

**What is your current or most recent employment role?**

|  |  |
| --- | --- |
| Job title:  Name and address of employer: | Date you started:  Date you finished:  Salary:  Reason for leaving:  Period of notice required: |

|  |
| --- |
| Please give us a brief description of your main duties and responsibilities:  Please tell us about the achievement (s) you are most proud of in this role: |

**What is your previous employment history?**

Tell us about your previous employment roles, starting with the most recent. *Please use continuation sheets if you need more space.*

|  |  |
| --- | --- |
| Name and address of employer |  |
| Your role title |  |
| Dates of employment  (from and to) |  |
| Brief description of duties and responsibilities |  |
| Tell us about your main achievements in this role or the things you are most proud of.  How do these achievements help to demonstrate the skills or experience required for this role? |  |

**Previous employment history continued …………….**

|  |  |
| --- | --- |
| Name and address of employer |  |
| Your role title |  |
| Dates of employment  (from and to) |  |
| Brief description of duties and responsibilities |  |
| Tell us about your main achievements in this role or the things you are most proud of.  How do these achievements help to demonstrate the skills or experience required for this role? |  |

Are there any **gaps i**n your employment history? *Please tell us about any gaps here.*

|  |
| --- |
|  |

Please tell us about any **unpaid work or voluntary work or a lived experience** which helps you to demonstrate the skills and experience necessary for our role.

|  |  |
| --- | --- |
| Description of the work or the experience and any relevant dates | How does this experience help you to demonstrate the skills and experience necessary for the role? |
|  |  |

**Qualifications**

Starting with the most recent, please list your qualifications and any training relevant to this application, including membership of professional organisations. If your application is successful, we will require proof of your qualifications.Please give the most recent first.

**Education:**

|  |  |  |
| --- | --- | --- |
| Dates | School, University etc | Course of study, qualifications gained and grades |
|  |  |  |

**Training:**

|  |  |  |
| --- | --- | --- |
| Dates | Training Body | Details, including qualifications gained |
|  |  |  |

**Professional Membership(s):**

|  |  |  |
| --- | --- | --- |
| Dates | Body | Designation/Details of Membership |
|  |  |  |

**Welsh language skills**

Are you able to communicate in Welsh? Yes □ No □

Please indicate below what skills you have in the Welsh language.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **None** | **Basic or beginner** | **Experienced**  **Welsh learner** | **Fluent or advanced** |
| **Speaking** |  |  |  |  |
| **Understanding** |  |  |  |  |
| **Reading** |  |  |  |  |
| **Writing** |  |  |  |  |

What is your preferred language for interview? English □ Welsh □

**SECTION THREE**

You can answer this section of the application form by **either:**

1. **Submitting a video** between 5 and 10 minutes in length telling us about yourself, about the times you have used your skills, what experiences you have had and why you want to be a member of our Team. Please use WeTransfer to send your video to us and complete this box if you choose to do this:

|  |  |
| --- | --- |
| **Yes!!** I have submitted a video link for section 3 of my application  Here is the link: | Date link sent:  Date link expires: |

**Or**

1. Writing answers to the person specification requirements **in the table** below up to a maximum of 500 words per box.

**Or**

1. **Writing a personal statement about yourself,** about the times you have used your skills, what experiences you have had and why you want to be part of our Team.

**Yes !!**  I have submitted a separate personal statement document □

*Please use a continuation sheet if you need more space.*

|  |  |
| --- | --- |
| **Skills, experience or knowledge needed for the role.** | Write down (or tell us in a video) about a time you used this skill or the best example or experience you can describe. |
| **1**. |  |
| **Skills, experience or knowledge needed for the role.** | Write down (or tell us in a video) about yourself, a time you used this skill or the best experience you can describe. |
| **2.** |  |
| **3**. |  |
| **4.** |  |
| **Skills, experience or knowledge needed for the role.** | Write down (or tell us in a video) about yourself, a time you used this skill or the best experience you can describe. |
| **5.** |  |
| **6**. |  |
| **7.** |  |

**Please tell us why you want this job.** *Word limit: 500 words*

**Section four**

**References**

Please give the name and contact details of two referees one of which must be your current or more recent employer, a second should be a previous employer (or person who has known you in a professional capacity). We will not approach your referees before the interview stage of our process.

**Professional Reference:**

|  |
| --- |
| Name:    Company/Organisation:  E mail address:  Contact Number:  Position:  Relationship: |

**Professional Reference:**

|  |
| --- |
| Name:  Company/Organisation:  E mail address:  Contact Number:  Position:  Relationship: |

**Declaration**

The information I have given in this application is true and accurate to the best of my knowledge, and I understand if any of the particulars I have given are found to be false, I may be regarded as ineligible for recruitment or dismissed after my employment has commenced. I agree that if appointed I shall not continue with any business or other interests including membership or affiliation of any political or other organisation that would cause real or observed conflict with the duties and responsibilities of this job unless agreed with the Commissioner .

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_