Stuart Street

Cardiff

CF10 5BW

Stryd Stuart

Caerdydd

CF10 5BW

Tel +44 (0)29 20 475 475

Email: hr2@techniquest.org

**Application for Employment - Confidential**

The information provided on this application will remain private and confidential and will be used only for the purpose of selection/recruitment. Where the application is successful, Techniquest may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the General Data Protection Regulation 2018. Please also note that Techniquest may approach third parties to verify the information that you have given; this includes the Disclosure and Barring Service. A criminal record will not necessarily be a bar to obtaining a position within Techniquest. By signing this form, you will be providing Techniquest with your consent to all these uses. On completion, please return this form to The HR Department (address above) or email: [hr2@techniquest.org](mailto:hr2@techniquest.org).

**Please type or use black ink to complete this form as it may be photocopied.**

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| **Your Details** | |
| Title |  |
| Name |  |
| Tel No |  |
| Email |  |
| Address |  |

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| **Education Details** | | | | | | |
| Schools and Colleges | | Courses studied | | | Exam results & Qualifications | |
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| **Employment History** | | | | | | |
| Name and address of employer | Position & responsibilities | | Dates | Reason for leaving | | Salary |
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| **Notice** | |
| What is your notice period? |  |
| When would you be available to start work? |  |
| Do you undertake any part-time work in addition to your regular employment? | Yes  No |
| If YES, please give details. |  |

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| **Language** | | |
| If you can speak **Welsh,** please indicate your capability by ticking relevant box below: | | Speaking  Reading  Writing  Translating  None |
| If you can speak **any other language,** please indicate your capability by ticking relevant box below: | | Speaking  Reading  Writing  Translating  None |
| Language(s): |  | |

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| **Driving** | | | |
| Do you have a current Driving Licence? | | Yes  No | |
| If **yes,** please specify type (Car/HGV/Motorbike etc.) | |  | |
| Is your driving licence free from endorsements? | | Yes  No | |
| If NO, please give details of any points or convictions, including pending convictions. | |  | |
| **Other Information** | | | |
| Do you have an Armed Services/Public Duties commitment, which may affect normal working hours? (E.g. JP/Councilor etc.) | | | Yes  No |
| If yes, please provide details |  | | |

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| **UK Right to Work** | | |
| 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, EU passport or ID Card/Birth Certificate or travel document showing an authorisation to reside and work in the UK) |  | |

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| **Vacancy** | | |
| Where did you hear about this vacancy? | |  |
| Have you made an application to Techniquest before? | | Yes  No |
| If yes, please provide details |  | |

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| **Conviction Details** | | |
| Have you ever been convicted of a criminal offence? | | Yes  No |
| If **yes**, please provide details (declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974) |  | |

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| **Health** | |
| Applications from disabled candidates are welcomed and Techniquest will make every effort to ensure a fair selection process. | |
| Please describe any adjustments which you feel could reasonably be made to the recruitment process to assist your job application. |  |
| Please describe any adjustments which you feel could reasonably be made to the job itself which would enable you to carry out its duties. |  |

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| **Additional Information** |
| Please give any further information which may support your application. Give details of training courses, relevant experience, hobbies etc. |
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| **References** | | | |
| All appointments are subject to the receipt of two satisfactory references, one of which should be from your current employer. **No approach will be made to your referees before an offer of employment is made to you.** | | | |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |

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| **Declaration** | |
| I declare to the best of my knowledge and belief that all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a DBS disclosure, a probationary period and, if Techniquest believes it appropriate, a medical report, all of which must be deemed to be satisfactory by Techniquest.  **GDPR**  As part of any recruitment process, Techniquest collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by Techniquest on paper or in electronic format. Our Privacy Notice can be found on our website alongside the Job Application and Equal Opportunities forms. I acknowledge receipt of this privacy notice and I confirm that I have read and understood it. | |
| **Signed:** |  |
| **Date:** |  |