

# Application Form

## *incl Equal Opportunities*

Torfaen Voluntary Alliance (TVA) is committed to creating a diverse environment and is proud to be an equal opportunities and disability confident employer. All applicants will receive consideration for interview.

Please complete your application form and send to: [recruitment@tvawales.org.uk](mailto:recruitment@tvawales.org.uk) If you need any information in an alternative format, or require any further information or assistance, please contact [recruitment@tvawales.org.uk](mailto:recruitment@tvawales.org.uk)

For further information including a job description and person specification please visit:  
[www.tvawales.org.uk](http://www.tvawales.org.uk) or email [recruitment@tvawales.org.uk](mailto:recruitment@tvawales.org.uk)

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, evidence of relevant qualifications and DBS disclosure (role dependent), all of which must be deemed by TVA 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: \_\_\_\_\_

POSITION YOU ARE APPLYING FOR: \_\_\_\_\_

### YOUR PERSONAL DETAILS

<b>Surname:</b>			
<b>First Name(s):</b>			
<b>Home Address:</b>			
<b>Postcode:</b>			
<b>Home Telephone:</b>		<b>Daytime Telephone:</b>	
<b>Email address:</b>			

## COVER LETTER (500 words)

Please tell us below why you are suitable for the role, and the reasons you think will help us choose to invite you to interview. Ensure that you tell us about any unpaid voluntary work. If there are gaps in your employment record, please also account for them below. We would also like you to include information in this section if you have fewer formal qualifications but feel that your lived experience can demonstrate you are able to fulfil the requirements of the role.

## EMPLOYMENT HISTORY

### Present or most recent employer

Name of Employer	Dates		Job Title	Notice required	Salary
	From	To			

### Main Duties & Responsibilities

## PREVIOUS PAID EMPLOYMENT (START WITH THE MOST RECENT)

Name of Employer	Dates		Job Title
	From	To	

## EDUCATION AND TRAINING

### Secondary Education

Qualifications Gained	Dates	
	From	To

### Further and Higher Education

Qualifications Gained	Dates	
	From	To

### Other qualifications and other relevant courses attended.

Qualifications & Courses	Dates	
	From	To

### **DETAILED SUPPORTING INFORMATION**

For this section, tell us what relevant skills, knowledge and experience you have for this role using the ***Job Description and Person Specification*** (use extra sheets if necessary).

**OTHER INFORMATION**



- Are you currently eligible to be employed in the UK?
- Do you hold a full current driving licence for use in the UK?
- Is your driving licence free of endorsements?

Yes / No  
Yes / No  
Yes / No

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

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### **YOUR REFEREES**

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

	Referee 1	Referee 2
<b>Name:</b>		
<b>Address:</b>		
<b>Telephone:</b>		
<b>Occupation:</b>		
<b>Email Address:</b>		

### **Please Note:**

1. We will not request references until after the interviews have been held, and a provisional offer of employment has been made.
2. The Equal Opportunities Form (pages 2 & 3) will be detached from your application for the purpose of shortlisting candidates anonymously.
3. You must complete all sections of the application form. Curriculum Vitae alone will not be accepted.

**Please return your completed form to: [recruitment@tvawales.org.uk](mailto:recruitment@tvawales.org.uk)**

**Please return any postal applications for the attention of **Aimi Morris, Chief Executive Officer**, to:**

**TVA, Portland Buildings, Commercial Street, Pontypool, Torfaen NP4 6JS**