## APPLICATION FORM

1. Please complete this form using black ink / type directly onto the form

2. Please return this completed application in one of the following formats:

 a) email: Send to alanhall@mtib.co.uk (we will accept electronic signature or handwritten and scanned to PDF)

 b) Post: Human Resources Manager, The Merthyr Tydfil Institute for the Blind,

 Unit 4 Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ

3. Please note this position may be subject to a Disclosure & Barring Service (DBS) **Standard/Enhanced Disclosure check**

**POSITION APPLIED FOR :**

*Please do not write in shaded areas:*

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME |  | FIRST NAME(s) |  |
| ADDRESS |  |
| POSTCODE |  | Date of Birth |  |
| Home Telephone No. |  | Mobile Telephone No. |  |
| E-Mail Address |  |
| If working and appropriate:Telephone number in office hours |  |

**TRAINING / EDUCATION**

Please summarise most recent and/or relevant training/education, including any qualifications gained:

***TRAINING:***

|  |  |  |
| --- | --- | --- |
| **DATES****(Most recent first)** | **COURSE / INSTITUTION** | **QUALIFICATION** |
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| ***EDUCATION:*** |  |  |
| **DATES****(Most recent first)** | **COURSE / INSTITUTION** | **QUALIFICATION** |
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**EMPLOYMENT HISTORY**

Please give details of any previous employment and main responsibilities in your work.

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| --- | --- | --- |
| **DATES****(most recent first)** | **EMPLOYER & ADDRESS** | **JOB TITLE & RESPONSIBILITIES** |
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**PLEASE STATE HERE YOUR REASONS FOR APPLYING FOR THIS POST:**

**(You may continue on ONE separate sheet if required)**

Outline the key skills, attributes and experience you possess which are **relevant to this post** and which **relate to the job specification**. These may have been acquired from previous employment, either paid or voluntary, through personal achievements or in other aspects of your life.

Please list, with dates where relevant, the nature of the experience and describe the relevant skills/knowledge gained.

**DRIVING LICENCE *Please circle appropriate answer:***

Do you hold a driving licence? … … YES / NO

Do you have access to a car? … … … YES / NO

Have you any endorsements/ penalty points? … … … … YES / NO

- if “Yes”, please give details:

|  |
| --- |
|  |

**HEALTH / DISABILITY**

Please advise below if you have any health condition or disability which could affect you in the workplace, including any special requirements you may need from us. Please note that MTIB is a Disability Confident Leader and welcome applicants from diverse backgrounds. We operate the guaranteed interview promise – if the minimum criteria for the post has been met.

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**REFEREES**

Please give the names and contact details of two referees. If appropriate, one should be your current employer. Please put an “X” in the box if we should not approach the referee before interview.

**Referee 1** **Referee 2**

|  |  |
| --- | --- |
| Name:Telephone Number:Email address:Relationship: | Name:Telephone Number:Email address:Relationship: |

|  |  |
| --- | --- |
| If you are currently employed what notice do you have to give?  |  |

**The information given on this form is true and correct to the best of my knowledge and belief:**

**Signed: ………………………………………… Date: ………………….**

**Please return your completed Application Form together with the Ethnic Origin form; they will be kept separately**

**ETHNIC ORIGIN**

###### Please tick one of the following boxes which you feel best describes your ethnicity

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WHITE** |  |  |  | ASIAN OR ASIAN BRITISH |  |  |
|  |  |  |  |  |  |  |
| British |  |  |  | Indian |  |  |
|  |  |  |  |  |  |  |
| Irish |  |  |  | Pakistani |  |  |
|  |  |  |  |  |  |  |
| Other White |  |  |  | Bangladeshi |  |  |
|  |  |  |  |  |  |  |
| MIXED |  |  |  | Other Asian |  |  |
|  |  |  |  |  |  |  |
| White and Black Caribbean |  |  |  | BLACK OR BLACK BRITISH |  |  |
|  |  |  |  |  |  |  |
| White and Black African |  |  |  | Caribbean |  |  |
|  |  |  |  |  |  |  |
| White and Asian |  |  |  | African |  |  |
|  |  |  |  |  |  |  |
| Other Mixed |  |  |  | Other Black |  |  |
|  |  |  |  |  |  |  |
| CHINESE |  |  |  | OTHER ETHNIC GROUP |  |  |
|  |  |  |  |  |  |  |
| Chinese |  |  |  | Other Ethnic Group |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |  |  |
| Prefer not to say |  |  |  |  |  |  |

This information is needed for statistical and monitoring purposes only. Consideration has been given to relevant legislation, including the requirements of the Data Protection Act 1998.

**Please return this completed form with the Application Form**