

APPLICATION FOR EMPLOYMENT

Please complete all sections of this form, the text boxes will expand as you type.

Position applied for:

Application reference (for office use only):

Title:	Forenames: Known as:	Surname:
Address: Postcode:	Telephone day:	
	Telephone eve:	
	Mobile:	
	Email:	

Reason for applying: Please outline how your knowledge, skills and experience meets the criteria required for this role (as outlined in the Job Description and Person Specification). Please note that the box will expand as you type. However, please do not exceed two pages.



SWIM WALES
NOFIO CYMRU

(Reason for applying continued)



SWIM WALES
NOFIO CYMRU

Employment History

Current / most recent employer:	
Position held:	
Dates of employment: From: / / To: / /	
Salary:	Notice period:
Brief summary of duties:	
Reason for leaving/wanting to leave:	

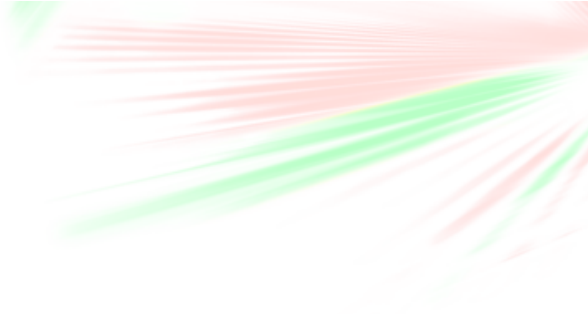
Previous Employment/Career History

List all your employment history, explaining any gaps.

Dates From - To	
Employer	
Position	
Salary	
Duties	
Reason for leaving	

Dates From - To	
Employer	
Position	
Salary	
Duties	
Reason for leaving	

Dates From - To	
Employer	
Position	
Salary	
Duties	
Reason for leaving	



Education and Qualifications

School/College/ University attended	Qualification and Subject	Grade Attained	Date Attained

Other Qualifications/Training

Include details of membership of any professional bodies/institutions, or any other professional qualifications.

What attracted you to work for Swim Wales?

References

Swim Wales will source references from existing and previous employers, and potentially others, for successful applicants, as part of their recruitment process. Please ensure you advise the Recruiting Manager if you have any objections.

	Reference 1	Reference 2
Name		
Company		
Position Held		
Address		
Email Address		
Telephone Number		
Capacity and Period known to you		
May we obtain the reference prior to your interview?	Yes No	Yes No

Certification and privacy statement

I certify that, to the best of my knowledge, the information contained on this application form is true and correct.

Some of the data on this form will be subject to the Data Protection Act/General Data Protection Regulations. Swim Wales has a legitimate interest in holding this data, to facilitate the recruitment process and ensure the right decision is made on the appointment. The equal opportunities data will be used to monitor access to our vacancies in line with our Equality and Diversity Policy. The data will be held securely and not disclosed to others. It will be held for twelve months and then destroyed, unless you are appointed to the role, in which case, all of the recruitment paperwork will be transferred to your employment file, which would comprise paper and electronic documents.

If you wish to receive a copy of our Equality and Diversity Policy and/or Data Protection Policy, please request this from the Recruiting Manager.

Signature:

Date:

Thank you for completing an application for employment with Swim Wales.

**Please post form to; Swim Wales Recruitment, Swim Wales, Wales National Pool, Sketty Lane, Swansea. SA2 8QG, or
E-mail; swimwales-recruitment@swimming.org**