

**HUMAN RESOURCES
MANAGEMENT SYSTEM**

Form:	F103
Issue	1
Date:	01/04/05
Page:	1 of 5

Confidential Application for Employment

SOUTH WALES SEA FISHERIES COMMITTEE

NOTE: All the information on this form will be treated in strict confidence. If there is insufficient space on this form, please continue on separate sheets and attach them to the back of this form. Additional material, CVs, etc may be submitted but must not substitute for information requested on this form.

Forms will only be accepted if completed in the candidate's own handwriting. NB: Electronic Applications will not be accepted.

POSTION APPLIED FOR

SURNAME

TITLE

FORENAMES

NAME KNOWN BY

ADDRESS

POSTCODE

TELEPHONE NO

HOME

WORK

Please state if we can contact you discreetly on your work number

Yes / No

Have you applied for any previous jobs with this company?

Yes / No

If yes, please state the vacancy and the date

.....

Are you related / known to any Member or Officer of the Committee

Yes / No

If yes, please give details

.....

NATIONAL INSURANCE NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1. Personal Details

Do you own a car?

Yes / No

Do you have a current driving licence?

Yes / No

Full

HGV

Provisi
onal

Do you have current endorsements?

Yes / No

If yes, please give details

Have you any holidays booked?

Yes / No

If yes, please give details

Have you ever been found guilty of an offence (including driving offences) which is not considered spent under the rehabilitation of offenders legislation?

Yes / No

If yes, please give details

Do you speak Welsh?

Yes / No

If Yes, Fluent / Conversational / A little

2. Equal Opportunities

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability.

I do / do not* consider myself to have a disability (* please delete as appropriate)

I am / am not* registered disabled (* please delete as appropriate)

Please give details of any specific requirements you have to enable you to carry out your duties:

I would describe my ethnic origin as:

White European

Black African

Black Caribbean

Asian

Other

Please specify:

**HUMAN RESOURCES
MANAGEMENT SYSTEM**

Form: F103
Issue 1
Date: 01/04/05
Page: 2 of 5

Confidential Application for Employment

3. Education

Secondary schools attended	From	To	Qualifications obtained including grades
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Further Education College(s) attended	From	To	Qualifications obtained including grades
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Higher education / university attended	From	To	Qualifications obtained including grades
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Employment History Please start with current or most recent employer

Name and full address of Employer

Job Title	Salary £
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Dates	From	To
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Notice Period and Reason for Leaving

Brief Description of Key Duties and Responsibilities

Name and full address of Employer

Job Title	Salary £
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Dates	From	To
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Reason for Leaving

**HUMAN RESOURCES
MANAGEMENT SYSTEM**

Form: F103
Issue 1
Date: 01/04/05
Page: 3 of 5

Confidential Application for Employment

Brief Description of Key Duties and Responsibilities

Name and full address of Employer

Job Title Salary £

Dates From To

Reason for Leaving

Brief Description of Key Duties and Responsibilities

Name and full address of Employer

Job Title Salary £

Dates From To

Reason for Leaving

Brief Description of Key Duties and Responsibilities

Please list previous employers in the same format on a separate page

Membership of Professional Institute(s)

**HUMAN RESOURCES
MANAGEMENT SYSTEM**

Form: F103

Issue 1

Date: 01/04/05

Confidential Application for Employment

Page: 4 of 5

5. Any relevant information in support of your application

Please include details of work experience, training courses attended, any foreign languages spoken, hobbies, interests, and any achievements / attainments you have in support of your application. *Continue on numbered additional sheets if necessary.*

**HUMAN RESOURCES
MANAGEMENT SYSTEM**

Form:	F103
Issue	1
Date:	01/04/05
Page:	5 of 5

Confidential Application for Employment

6. References

Please give details below of two people we can contact for references. These should be your two most recent Employers. Personal references should only be given where there are no previous employers.

Current members of the South Wales Sea Fisheries Committee can not act as Referees.

Name	Name
Address	Address
.....
.....
.....
Tel No	Tel No
Occupation	Occupation

REFERENCES ARE NORMALLY TAKEN UP WHEN AN APPLICANT IS BEING CONSIDERED FOR INTERVIEW, AND WITHOUT FURTHER REFERENCE TO THE APPLICANT. PLEASE ADVISE IF THIS IS NOT ACCEPTABLE.

7. Declaration

I authorise the company to obtain references to support this application before an interview is offered and accepted. I release the company and referees from any liability caused by giving and receiving information.
I confirm that the information given on this form is, to the best of my knowledge, true and complete.
Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature Date

Please return form to:

The Director, South Wales Sea Fisheries Committee,
Riverside Centre, Pipehouse Wharf, Morfa Road, Swansea. SA1 2EN.
Tel: 01792 654466. Fax: 01792 645987. E-mail: Helenswsfc@aol.com