**A picture containing logo

Description automatically generated**

**Planning Assistant**

**Please email your completed application form to:** [**info@planningaidwales.org.uk**](mailto:info@planningaidwales.org.uk)

**Completed application forms must be received by 5pm, Monday 31st January 2022**

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| **Personal Details** | | | | | |
| Title: |  | | | | |
| Name: |  | | | | |
| Address: |  | | | | |
| Email: |  | | | | |
| Landline: |  | | | | |
| Mobile: |  | | | | |
| Do you hold a current driving licence? | | Yes |  | No |  |
| Details of endorsements (if none, please insert “N/A”) | | | | | |
| Do you have a current right to work in the UK? | | Yes |  | No |  |
| If no, please provide details. | | | | | |
| Criminal Record | | | | | |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. | | | | | |
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| **Preferred Working Arrangements** | | | | |
| Please give details below of your preferred working hours: | | | | |
| Education and qualifications | | | | |
| Educational establishment | Dates | Qualifications | Grade | Date |
|  |  |  |  |  |

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| **Employment History** | | |
| Name and Address of Employer | Job title and main duties | Date of departure and reason for leaving |
|  |  |  |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | |
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| **Professional membership** |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: |

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| Supporting statement | |
| Please pay particular attention to completing this section as it tells us what makes you suitable for this role. Your application will be considered against the job description and person specification.  With reference to essential and desirable requirements given in the person specification for the role, please provide evidence of any relevant knowledge, skills, experiences or aptitudes you may have, using examples where possible to support your points. You may wish to refer to current or previous employment, unpaid or community work, or hobbies and interests.  Please also give your reasons for applying for this role with Planning Aid Wales. | |
|  | |
| References | |
| Please give below the names of two referees (not a relative) who have agreed to give a reference on your behalf regarding personal character, capabilities, experience, etc. One of your references should be your existing or most recent employer.   References will be taken up after a conditional offer of employment is made or post-interview with your prior agreement. | |
| Reference 1  Name:  Address:  Post code:  Landline:  Email: | Reference 2  Name:  Address:  Post code:  Landline:  Email: |
| Capacity in which known: | Capacity in which known: |
| Has this person provided consent to you submitting them as a referee: YES/NO | Has this person provided consent to you submitting them as a referee: YES/NO |

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| Supplementary information |
| Are you a Welsh speaker ? No / Learner / Fluent |
| Where did you see the advertisement for this post ? |

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| **Data protection statement** | |
| Planning Aid Wales will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  The information will be subsequently used for the administration of your employment should you be successful in your application and in relation to any legal challenge which may be made regarding our recruitment practices.  The information may be crosschecked with third parties. We may also pass the information to third parties with a view to detecting or preventing crime or in accordance with other laws which require us to do so. | |
| **Declaration** | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give Planning Aid Wales the right to terminate any employment offered.  I understand that any offer of employment is subject to Planning Aid Wales being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | |
| **Signed:** |  |  | Date: |
| **Date:** |  |
| You may use the separate sheet (attached) to include more information on any of the above questions if necessary, marking clearly the page number. | |