

## 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)**



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## 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:	

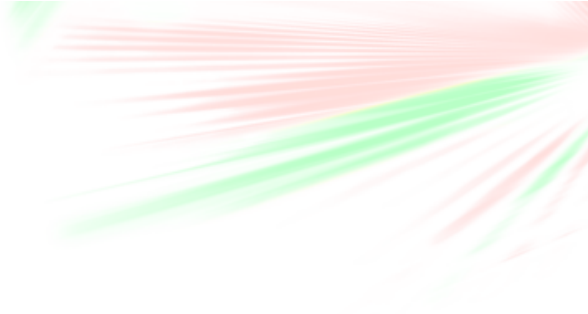
## Previous Employment/Career History

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?	<b>Yes</b> <b>No</b>	<b>Yes</b> <b>No</b>

## 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](mailto:swimwales-recruitment@swimming.org)**

## DIVERSITY MONITORING FORM

Swim Wales promotes inclusion and diversity, and welcomes applications from everyone with the necessary qualification and/or experience. If you have any particular requirements in respect of the recruitment or interview process, please mention this in your covering letter.

Swim Wales is an equal opportunities employer and aims to provide a discrimination-free working environment. We are committed to an action plan and policy in line with equality legislation, which ensures that no job applicant or employee receives less favourable treatment because of a protected characteristic.

The following questions are about your profile and enable Swim Wales to monitor the effectiveness of its Equality and Diversity Policy. The information provides us with a profile of Swim Wales' job applicants so we can assess the representation of different groups and whether more needs to be done to achieve equality of opportunity.

**THIS INFORMATION WILL BE SEPARATED FROM YOUR APPLICATION FORM UPON RECEIPT.**

### AGE

**Which age group do you belong to?**

<20 years		18-24 years	
25-34 years		35-44 years	
45-54 years		55-64 years	
65-74 years		75+ years	
Prefer not to say			

### GENDER

**How do you identify yourself?**

Male <i>(including female-to-male trans men)</i>		Female <i>(incl. male-to-female trans women)</i>		Non-binary <i>(e.g. androgyne people)</i>		Prefer not to say	
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**Are you living a different gender identity from that of your birth gender?**

Yes		No		Prefer not to say	
<i>If yes, please describe the difference:</i>					

## MARITAL STATUS

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Which of the following best describes your current marital status?

Married		Civil Partnership	
Partnership		Separated	
Divorced		Single	
Widowed		Prefer not to say	

## CARING RESPONSIBILITIES

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Which of the following best describes your caring responsibilities?

No caring responsibilities		Primary carer of a child/children (under 18 years)	
Primary carer of a disabled child/children		Primary carer of a disabled adult/adults (over 18 years)	
Primary carer of an older person/people (65 years and over)		Secondary carer	
Prefer not to say			

## DISABILITY

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A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, sight and memory.

Having read this definition do you consider yourself to be disabled?

Yes		No		Prefer not to say	
If yes, please describe the nature of your disability:					

## SEXUAL ORIENTATION

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Which of the following statements best describes you?

Bisexual		Gay man	
Gay woman/lesbian		Heterosexual/straight	
Other		Prefer not to say	

## RELIGION AND BELIEFS

**What religion, religious denominations or body do you belong to?**

Buddhism		Islam	
Christianity <i>(including Church of England, Catholic, Protestant and all other Christian denominations)</i>		Judaism	
Hinduism		Sikhism	
No Religion		Prefer not to say	
Other philosophical or spiritual belief or religion <i>(please specify)</i> :			

## NATIONAL IDENTITY AND ETHNICITY

**Do you have the indefinite right to work in the UK?**

Yes	
No	
<i>If no, please specify your eligibility to work in the UK:</i>	

**Which nationality do you most identify with?**

Welsh	
English	
Scottish	
Northern Irish	
British	
Mixed-British e.g. Welsh-British <i>(please specify)</i> :	
Prefer not to say	
Other national identity <i>(please specify)</i> :	

**Which ethnic group do you most identify with?**

<b>White</b>	British	
	Welsh	
	English	
	Scottish	
	Northern Irish	





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	Irish	
	Gypsy or Irish Traveller	
	Any other white background ( <i>please specify</i> ):	
<b>Mixed / Multiple Ethnic Backgrounds</b>	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed/multiple ethnic background ( <i>please specify</i> ):	
<b>Asian / Asian British</b>	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian background ( <i>please specify</i> ):	
<b>Black / African / Caribbean / Black British</b>	African	
	Caribbean	
	Any other Black/African/Caribbean background ( <i>please specify</i> ):	
<b>Any Other Ethnic Background</b>	Arab	
	Any other ethnic background ( <i>please specify</i> ):	
<b>Prefer not to say</b>		

## WELSH LANGUAGE

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Are you Welsh speaking?

<b>Yes: Fluently</b>		<b>Yes: Partly</b>		<b>Non Welsh Speaker</b>	
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