|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE YOU ARE APPLYING FOR:** | | | | | | | |
| **HOW DID YOU HEAR ABOUT THIS VACANCY?** | | | | | | | |
| PERSONAL DETAILS | | | | | | | |
| **SURNAME:** | | | **FORENAMES:** | | | | |
| **ADDRESS:** | | | **POSTCODE:** | | | | |
| **EMAIL ADDRESS:** | | | **TEL No:** | | | | |
| *ADJUSTMENTS* | | | | | | | |
| **ARE THERE ANY ADJUSTMENTS/SPECIFIC NEEDS YOU REQUIRE, FOR YOU TO ATTEND AN INTERVIEW? YES NO**  **IF SO, PLEASE PROVIDE DETAILS:** | | | | | | | |
| **DO YOU HOLD A FULL U.K. DRIVING LICENCE?**  **YES NO** | | | | **DO YOU HAVE ACCESS TO AN INSURED VEHICLE?**  **YES NO** | | | |
| **PLEASE DISCLOSE ANY POSSIBLE CONFLICTS OF INTEREST IE SCHOOLS AND/OR BUSINESSES YOU WOULD BE UNABLE TO WORK WITH DUE TO CLOSE PERSONAL RELATIONSHIPS:** | | | | | | | |
| ***EMPLOYMENT HISTORY*** | | | | | | | |
| **PLEASE LIST YOUR EMPLOYMENT HISTORY BEGINNING WITH THE MOST RECENT.** | | | | | | | |
| **EMPLOYER NAME** | **EMPLOYMENT DATES (FROM-TO)** | | | | **ROLE & BRIEF RESPONSIBILITIES** | | **REASON FOR LEAVING** |
|  |  | | | |  | |  |
| **WHAT IS YOUR NOTICE PERIOD?** | | | | | | | |
| ***EDUCATION*** | | | | | | | |
| **SCHOOL/EDUCATION ESTABLISHMENT ATTENDED** | | **DATES**  **(FROM-TO)** | | | | **RESULT** | |
|  | |  | | | |  | |
| ***COURSES AND FURTHER EDUCATION (TRAINING AND/OR PROFESSIONAL QUALIFICATIONS)*** | | | | | | | |
|  | |  | | | |  | |

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| **ADDITIONAL INFORMATION**  PLEASE TELL US WHAT ATTRACTS YOU TO THE ROLE, WHAT QUALITIES YOU COULD BRING TO IT, AND ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION. |
| **PLEASE INDICATE HOW YOU FEEL YOU COULD CONTRIBUTE TO EACH OF PORTAL’S VALUES OR HOW YOU HAVE DEMONSTRATED THESE SKILLS IN YOUR CURRENT/PREVIOUS ROLE:**   * Show high integrity and honesty:      * Respect everyone and be empathetic and nice: * Be positive in all we do: * Have fun and enjoy the journey: |

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| DECLARATION |
| I CERTIFY THAT THE PARTICULARS GIVEN IN THIS APPLICATION ARE CORRECT AND ACCEPT THAT IF, IN CHECKING, THEY ARE FOUND TO BE INCORRECT, MY APPLICATION MAY BE REJECTED OR IF EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED FOR GIVING FALSE INFORMATION.  **APPLICANT (PRINT FULL NAME): SIGNED:**  **DATE:** |
| IMPORTANT |
| **PLEASE NOTE THAT COMPLETION OF THIS FORM NEITHER CONSTITUTES NOR GUARANTEES AN OFFER OF EMPLOYMENT.** |

**I am happy for my information to be stored securely by Portal Training for 6 months after the date of application and/or interview if unsuccessful with my application.**

**Yes** **No**

**Please return your completed application form to:**

**Sarah Heenan**

**Team Engagement Officer**

**Portal Training**

**Ocean Park House  
East Tyndall Street  
Cardiff**

**CF24 5ET**

[**sarah.heenan@portaltraining.co.uk**](mailto:sarah.heenan@portaltraining.co.uk)