

**Application Form**

**Data Protection Act 1998**

The information you provide on this form will be stored either on computer or in the form of manual records. It will not be used for any other purposes or disclosed to any other organisation except in pursuance of our statutory obligations.

**Welsh Language**

Should you wish to complete this application in the medium of the Welsh language, please use the Welsh version available at [www.richard-newton.co.uk](http://www.richard-newton.co.uk)

**Personal Details**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where Did You See This Vacancy?**

 All Users Email/Internal Notice Board 🞎 Newspaper/Journal

 (give name if known)

WNO Website 🞎 Other Internet Website

 (give name if known)

**I certify that:**

I hereby give my consent to this information being provided for the purposes stated above and confirm that the information provided is accurate and correct. I have not withheld information that may affect my application for appointment. I understand that false information or omissions may lead to dismissal. The information supplied above may be verified by the Company.

**Data Protection Act 1998**

If you are appointed to a post, this form is resealed in an envelope and filed in your personal file. If you are unsuccessful, the form will be retained with the papers relating to the vacancy and kept for 6 months before being destroyed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |



**Present Employment**

|  |
| --- |
| **Name and address of present employer:** |
| **Nature of employer’s business:** |
| **Date appointed:** | **Notice required to terminate present employment:** |
| **Annual salary:**  | **Job title:** |
| **Reason for leaving (or considering leaving):** |
| **Summary of duties/responsibilities:** |

**Previous Employment**

Starting with most recent first (continue on separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Employer** | **Position Held** | **Salary** | **Full or Part Time (if PT state hours)** | **Date** | **Reason for Change** |
| **From****MM/YY** | **To****MM/YY** |
|  |  |  |  |  |  |  |

Please explain any gaps in employment

|  |
| --- |
|  |

**Education**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Secondary School/Further/Higher Education Attended** | **Qualifications Gained/Examinations Passed and Grade Obtained** |
| **From****MM/YY** | **To****MM/YY** |
|  |  |  |  |

**Availability**

**When would you be available for interview?**

**Do you have any holiday commitments?**

**Language Skills**

Are you fluent in a language other than English? YES 🞎 NO 🞎

|  |  |
| --- | --- |
|  If yes, please specify: |  |

**Please outline skills, experience, interests and any other information you feel relevant to your application. Please ensure the information is aligned with the requirements of the role as stated in the Person Specification in the information pack. Applications will not be considered without completion of this section of the application form**

**(Please use continuation sheet if necessary)**

|  |
| --- |
|  |

**Continuation Sheet (Please continue on a separate sheet if necessary)**

|  |
| --- |
|  |

**References**

Give names and addresses of two referees, including telephone numbers if possible, who can be approached to provide relevant comments on your ability to carry out the job for which you are applying. At least one should be your present employer or last employer if unemployed or college if you are a student. We reserve the right to contact any of your previous employers.

 **Name: Name:**

 **Position: Position: \_\_**

 **Address: Address: \_\_**

 **\_\_**

 **Postcode: Postcode: \_\_**

 **Tel. No.: Tel. No:**

 **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In what capacity do you know the referee?** **In what capacity do you know the referee?**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we request a reference May we request a reference

At any time? **🞏** At any time? **🞏**

Only after offer of employment? **🞏** Only after offer of employment **🞏**

**I certify that:**

I declare that the information I have given on this form is complete and accurate. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution. I have not withheld information that may affect my application for appointment. I understand that false information or omissions may lead to dismissal. The information supplied above may be verified by the Company.

Signature: Date:

**NOTE:**

Welsh National Opera will only accept a fully completed application form. CVs will not be considered in lieu of this application form. Due to the volume of applications we receive we regret that we are unfortunately unable to provide individual application feedback. We aim to respond to short listed applicants within 7-14 days of the closing date therefore if you are not contacted within this time, you have been unsuccessful on this occasion.

**Please return by post to: Please return by email to** **recruitment@richard-newton.co.uk**

**Richard Newton Consulting**

**21 Cathedral Road**

**Cardiff**

**CF11 9HA**