

Application for the Post of \_\_\_\_\_  
Cais am y Swydd o

**Personal Details / Manylion Personol**

Surname \_\_\_\_\_ Title \_\_\_\_\_  
Cyfenw \_\_\_\_\_ Teitl \_\_\_\_\_

Forenames \_\_\_\_\_  
Enwau Cyntaf \_\_\_\_\_

Address \_\_\_\_\_  
Cyfeiriad \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Côd Post \_\_\_\_\_ Dyddiad Geni \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ Telephone No. (Work) \_\_\_\_\_  
Rhif Ffôn (Cartref) \_\_\_\_\_ Rhif Ffôn (Gwaith) \_\_\_\_\_

May we contact you at work? Yes / Oes No / Nac oes  
Allwn ni gysiltu â chi yn y gwaith?

**Disability / Anabledd**

We guarantee to interview disabled applicants who meet the essential requirements for the post. If you are disabled and wish to be considered under this scheme, please indicate below.

Rydym yn gwarantu cyfweld ymgeiswyr anabl sy'n ymateb l ofynion angenrheidiol y swydd. Os ydych yn anabl ac yn dymuno cael eich ystyried o dan y cynllun yma, dangoswch isod.

**Yes / No**  
**Ydw / Nac Ydw**

Do you have any special requirements to enable you to attend for interview?  
Oes gennych unrhyw anghenion arbennig er mwyn sicrhau eich bod yn gallu dod am gyfweiliad ?

\_\_\_\_\_

**N.B: (i) This application must be completed in full. Please note that a Curriculum Vitae will not be acceptable as an alternative to completion of the application form. (ii) Canvassing of any form will disqualify the candidate for appointment.**

**NB:(i) Rhaid l'r cais yma gael ei gwblhau'n llawn. Byddwch mor garedig a nodi na dderbynir Curriculum Vitae yn lle cwblhau'r ffurflen gais. (ii) bydd canfasio o unrhyw fath yn anghymwysor ymgeisydd rhag apwyntiad.**

**THE STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**  
**MAE'R DATGANIADAU WNAED GENNYF YN Y CAIS YMA YN WIR HYD Y GWN I.**

Signed / Arwyddwyd \_\_\_\_\_ Date / Dyddiad \_\_\_\_\_

**Education/Training/Qualifications / Addysg/Hyfforddiant/Cymwysterau**

Educational Establishments Attended Sefydliadau Addysgol A Fynychwyd	From O	To Tan	Qualifications Cymwysterau a Gafwyd	Grades Graddau	Dates Dyddiadau

**Courses attended not leading to a recognised qualification /  
Cyrsiau a Fynychwyd heb arwain at gymwyster cydnabyddedig**

Organising Body Corff Trefnu	Course details Manylion Cwrs	Dates / Dyddiadau From / O To / Tan	

**Membership of Professional Bodies / Aelodaeth O gyrff Proffesiynol**

Body Corff	Membership Status Statws Aelodaeth	Since Ers

### Present Employment / Gwaith Presennol

Employer / Position Held /  
 Cyflogwr \_\_\_\_\_ Swydd a Ddelir \_\_\_\_\_

Address /  
 Cyfeiriad \_\_\_\_\_

Post Code /  
 Côt Post \_\_\_\_\_

Date Appointed / Present Grade / Salary /  
 Dyddiad Apwyntiwyd \_\_\_\_\_ Graddfa Pressennol \_\_\_\_\_ Cyflog \_\_\_\_\_

Main Duties and Responsibilities /  
 Prif Ddyletswyddau a Chyfrifoldebau \_\_\_\_\_

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### Employment Record / Cofnod Gwaith

Previous Employers (most recent first) Cyn gyflogwyr (diwedddaraf gyntaf)	Previous post held & grade / salary Swydd flaenorol & gradd / cyflog	From O	To Tan	Reason for Leaving Rheswm dros adael

**Experience And Other Information / Profiad a gwybodaeth ychwanegol**

Please describe how you meet the criteria set out in the person specification. Please continue on a separate sheet if necessary /  
Disgrifiwch sut yr ydych yn cwrdd â'r meini prawf a weli yn y manylion person. Ewch ymlaen ar dudalen arall os oes rhaid.

## Referees / Canolwyr

### (required for internal and external applicants)

Please give below the names of two referees who have agreed to give a reference on your behalf, one of whom should be your existing or most recent employer. References will be taken up for shortlisted candidates prior to interview.

Name / Enw \_\_\_\_\_

Address / Cyfeiriad \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No / Rhif Ffôn \_\_\_\_\_

### (yn ofynnol i ymgeiswyr mewnol ac allanol)

Rhowch isod enwau dau ganolwr sydd wedi cytuno rhoi tystlythyr ar eich rhan, ac fe ddylai un fod eich cyflogwr presennol neu mwyaf diweddar. Cymerir tystlythyrau ar ran ymgeiswyr rhestr fer cyn y cyfweiliad.

Name / Enw \_\_\_\_\_

Address / Cyfeiriad \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No / Rhif Ffôn \_\_\_\_\_

## Miscellaneous / Amrywiol

Are you related to any Member or Chief Officer or Head of Service of Monmouthshire County Council?  
Ydych chi'n perthyn i unrhyw Aelod neu Brif Swyddog neu Bennaeth Gwasanaeth o Gyngor Sir Fynwy?

**Yes / No**  
**Ydw / Nac ydw**

If 'Yes' please state the name of the Member or Officer  
Os ydych datgelwch enw'r aelod neu'r swyddog \_\_\_\_\_

(NB: A candidate who knowingly fails to disclose such a relationship shall be disqualified and, if appointed, shall be liable to dismissal without notice)

(NB: Bydd ymgeisydd sydd yn fwriadol pallu a datgelu'r fath berthynas yn cael gwaharddiad ac, os penodir, yn agored i ymddiswyddiad heb rybudd)

Do you hold a current driving licence valid for use in Great Britain and have use of a car?  
Oes gennych drwydded gyrru car dilys ym Mhrydain Fawr a defnydd o gar ?

**Yes / No**  
**Oes / Nac Oes**

Where did you see the advertisement for this post?  
Ble weloch chi'r hysbyseb am y swydd yma ? \_\_\_\_\_

Have you been convicted of any criminal offence (including driving offences) other than those regarded as "spent" under the Rehabilitation of Offenders Act 1974?

Gawsoch eich dyfarnu'n euog o unrhyw dramgwydd troseddol (gan gynnwys troseddau gyrru) yn hytrach na'r rhai hynny a ystyrir yn "hysbydd" o dan Ddeddf Ailsefydlu Troseddwyr 1974 ?

**Yes / No**  
**Do / Naddo**

If 'Yes' please give details

Os 'Do' rhowch fanylion os gwelwch yn dda \_\_\_\_\_

**MONMOUTHSHIRE COUNTY COUNCIL  
EQUAL OPPORTUNITIES MONITORING FORM**

The County Council is committed to Equal Opportunities in employment and service delivery. In order to monitor the effectiveness of our policies, we require the following information.

This information will be treated as confidential and will only be used for monitoring purposes.

Please enclose the completed form in your application form and return to Corporate Personnel. The form will be detached from the application form on receipt and will not be considered as part of the selection process.

**POST APPLIED FOR:** \_\_\_\_\_

**Please tick which you believe is most appropriate to you.**

**Are you:**      **Female**         **Male**  

**Have you a linguistic skill in a language other than English?**   **Yes**         **No**  

if yes, please specify: \_\_\_\_\_

**Do you consider yourself to be disabled, as defined under the Disability Discrimination Act 1995?**

(The Disability Discrimination Act defines disabled as having a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

**Yes**     

**No**     

**AGE**

**Please indicate your current age band**

**up to 19**       **20-29**       **30-39**       **40-49**       **50-59**       **60-64\***

\* **In accordance with the policy of the County Council (and the provisions of the local Government Superannuation Acts), all employees are to retire from the service on reaching their sixty-fifth birthday.**

## EXPLANATORY NOTES

The ethnic groups set out below are those recommended by the Commission for Racial Equality.

We are required to collect this information under the duties of the Race Relations (Amendment) Act 2000.

**Choose ONE section from a to e, then tick the appropriate box to indicate your background.**

**a. WHITE**

British - English  
- Scottish  
- Welsh  
Irish

**b. MIXED**

White & Black Caribbean  
White & Black African  
White & Asian

**c. ASIAN**

Asian British, Asian English,  
Asian Scottish or Asian Welsh

Indian  
 Pakistani  
 Bangladeshi

Any other White background  
(please write in)

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Any other Mixed background  
(please write in)

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Any other Asian background  
(please write in)

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**d. BLACK**

Black British, Black English,  
Black Scottish, Black Scottish or  
Black Welsh

Caribbean  
African

**e. CHINESE**

Chinese British, Chinese English,  
Chinese Scottish, Chinese Welsh or  
other ethnic group

Chinese

Any other Black background  
(please write in)

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Any other background  
(please write in)

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**Thank you for your co-operation.**

## Guidance Notes on Completing your Application Form

The decision to invite you for interview is based entirely on what you include on the application form. It is, therefore, essential that you address each of the criteria on the person specification and evidence in your application how you are able to meet each of these criteria.

You should read through all the information that you receive carefully. The Job Description outlines the duties of the post and the Person Specification state the skills, experience and qualifications we think a candidate needs to be able to do the job.

You must use the Council's standard application form, curriculum vitae will **not** be considered. Applications must be completed in black ink/type.

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<b>Post Applied for</b>	This is the title of the job for which you are applying, also use the Post ID number this will help us to identify exactly which post you are applying for.
<b>Personal Details</b>	This is basic information about you so that we can contact you easily. If you do not want to be contacted at work, please indicate this on the form.
<b>Disability</b>	If you wish your application to be considered under the Guaranteed Interview Scheme please state here. A disability does <b>not</b> preclude you from consideration for the job. The Council's policy is to give all people an interview if they satisfy the essential criteria for the job.
<b>Education/ Training/qualifications</b>	Give us details of your education, qualifications and training starting with secondary schooling, giving details of the schools, colleges and evening classes you have attended.
<b>Courses Attended not Leading to a Recognised Qualification</b>	Tell us about the qualifications you obtained and any training programmes or short courses you have completed or that you are undertaking at present. You can include classes or courses you intend to take in the near future.
<b>Membership of professional Bodies</b>	Give details of any professional bodies of which you are a member, including the membership grade and date of gaining membership.



## **Corporate Personnel**

### **Present Employment**

This information relates to your current employment, if applicable. Give us brief details of your main duties and present responsibilities.

### **Employment Record**

Please complete this section in date order, beginning with your most recent job and listing all work since leaving school/college. Any gaps in your employment history need to be explained. You can continue on a separate sheet if necessary.

### **Experience and Other Information**

Be positive about your skills and specify your own responsibilities. It is important to try and relate these to the Job Description and Person Specification paying particular attention to how well you can meet each of the criteria listed.

**Do not assume that we know about your abilities, qualifications or experience.**

## Corporate Personnel

### **General Conditions Of Service For New Appointments (excluding School based and DSO employees)**

Appointments are governed by the scheme of Conditions of Service of the NJC for Local Authority Employees and by Monmouthshire County Council's conditions. The main features are as follows

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<b>Salary Scale</b>	The salary scale for the post is set out in the Job Advertisement and Job Description.
<b>Notice</b>	Unless otherwise stated, appointments are terminable on either side by one month's written notice.
<b>Office Hours</b>	The normal working week for full-time posts is 37 hours per week. The hours of part-time posts are stipulated in the relevant job description. A flexible working hours scheme is in operation for employees based at County Hall and in the Area Offices.
<b>Leave Entitlement</b>	The basic annual leave entitlement is 22 days rising to 27 days after 5 years service and 30 days after 10 years service plus 10 statutory holidays. Entitlement is pro rata to the hours worked. Any variation from this entitlement will be specified in the Statement of Particulars of Employment.
<b>Medical</b>	Appointments are subject to a satisfactory medical report.
<b>Probationary Period</b>	A new entrant to the Council's service who has not transferred from another local authority is subject to a term of probation of six months.
<b>Pension</b>	New employees are eligible to join the Local Government Pension Scheme. Membership of the Scheme is voluntary.
<b>Relocation Scheme</b>	Details of the Monmouthshire County Council's Scheme are set out in a separate leaflet is available on request.
<b>References And</b>	Appointments are subject to the receipt of satisfactory references and evidence of

## **Corporate Personnel**

### **Qualifications**

qualifications. References are taken up for successful candidates.

### **Political Restriction**

Posts at or above a pay level which equates to spinal column point 44 and certain other posts below the salary level designated by the Council as being politically sensitive are subject to political restrictions. If applicable, the document headed "Political Restrictions of Staff" which explains the effect of these restrictions, will be enclosed with the Statement of Particulars of Employment.

### **Non-Smoking Policy**

In accordance with its desire to be a caring and responsible employer, the Authority is committed to providing a healthy working environment and to safeguard the health of non-smokers and to this end the Authority operates a non smoking policy.

### **Contracts Of Employment**

This document gives an outline of some of the main terms and conditions of service that apply to appointments generally in Monmouthshire. It is for information purposes only and is not intended to form part of the contract of employment. Successful candidates will be made a formal job offer specifying the terms and conditions of employment that apply to their particular post. The job offer and the appointee's acceptance will form the contract of employment.