



GRADUATE APPLICATION 2010

Please complete clearly in BLOCK CAPITALS using black/dark blue ink.

Please circle where appropriate

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

On completion please return this form to:

Sharon Jones, Personnel Assistant, Dŵr Cymru Welsh Water

PO Box 60, Caernarfon LL54 5WA

1. PERSONAL DETAILS

Section 1, personal details, will be separated from your application before assessment takes place.

Surname:			
Forenames:			
Home Address (inc Postcode):		Term time address:	
Home telephone number:			
Mobile telephone number:			
E-mail:			
How would you like us to contact you if you are invited to first interview?			
Preferred contact method:			
If the job requires it: (Tick as appropriate)			
1. Will you relocate?	Yes	No	

2. Are you able to travel if the role requires?	Yes		No	
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2. EDUCATION / TRAINING

Please list details of GCSEs, GNVQs, A levels, Degrees, Professional Qualifications etc that may be of relevance to the role you are applying for. Please note, the Company may ask to see your original educational certificates.

School/College/ University etc.	Qualifications obtained	Subjects	Grades

Membership of Professional Bodies

Awarding Body	Grade of Membership	Date Attained

3. YOUR WORK EXPERIENCE

PRESENT (LAST) EMPLOYMENT DETAILS

Name of employer (and location):

Nature of business:

Your job title:

Brief details as to the nature of your work. Include details of responsibilities and achievements. (continue on a separate sheet of paper, if necessary):

Date joined company:

Date appointed to present (last) job:	
Salary/wage (current or on leaving):	
Date left and reason (if applicable)	

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)				
Employer's name(s)	Your job title	Type of Business	From – To	Reason for leaving

4. VOLUNTARY WORK/ POSITIONS OF RESPONSIBILITY OR LEADERSHIP

Please give details of any voluntary work/positions of responsibility or leadership undertaken within the last 5 years:

Organisation	Role	Activity

5. PERSONAL QUALITIES

Please give details of occasions where you have shown that:

- you are confident and self-reliant

- you are able to organise your workload

- you have initiative

- you can work as part of a team

- you can work on your own

- you can overcome challenges and obstacles to your goals

- you know your own limitations

- you can respond well to disappointment

- you are tolerant of other viewpoints

6. PERSONAL STATEMENT

Please use the space below to tell us why you want to work for Dŵr Cymru Welsh Water, what you can offer us, and to provide any further information in support of your application.

7. OTHER SKILLS

Are you a Welsh speaker/learner?	Yes (please indicate level of fluency)		No	
Languages spoken/written (please indicate degree of competence)				
Computer literacy (specify software)				

8. OTHER INFORMATION

Are you currently eligible for employment in the UK?	Yes		No	
Please state what documentation you can provide in order to demonstrate this. E.g. British passport/ European Economic Area identity card/full birth certificate/ passport or travel document showing an authorisation to reside and work in the UK. (If selected for interview you will be required to bring this document with you.)				
Have you ever been convicted of a criminal offence?	Yes		No	
If yes, please provide details below. (declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974).				
Do you have a current driving licence?	Yes		No	
Is your driving licence free of endorsements?	Yes		No	

Have you made an application to the company before?	Yes		No	
If yes, please give details				
Are you related to or do you know anyone working for Dwr Cymru? Yes/No				
If yes, please give details				

9.REFERENCES

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries can be made. These should preferably be:

1. Your manager in your current (last) job AND
2. A similar individual from a previous employment.

If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you).

Name:	Name
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:

Please state whether we may approach these referees at any time or only after an offer of employment has been made (tick as appropriate):

At any time:		Only after offer:	
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DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and a medical report, all of which must be deemed by the company as satisfactory.

Applicant Signature:

Date:

Equal Opportunities Monitoring Form

Dŵr Cymru Welsh Water is committed to increasing equality and diversity within its workforce. As part of this we need information from applicants to check that our recruitment and selection procedures are reaching as many potential candidates as possible and are fair. The information provided is only used for monitoring purposes, not for selection.

Please complete the following:

	Applicant Response	I prefer not to provide this information
Age	<20; 20-29; 30-39; 40-49; 50-59; 60-64	
Gender		
Religion/Faith		
Ethnic Origin		
Sexual Orientation		
Are you registered? Disabled?		

Where did you see the advertisement for the position applied for?

Thank you for completing this form.