**Mae’r ffurflen hon ar gael yn Gymraeg / This form is available in Welsh.**



One Voice Wales

Job Application Form

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| --- | --- | --- | --- | --- | --- |
| **Position applied for:** | | Click or tap here to enter text. | | | |
|  | | | | | |
| **Personal Details** | | | | | |
| **Name** | Click or tap here to enter text. | | | | |
| **Address** | Click or tap here to enter text. | | |  | |
| **Postcode** | Click or tap here to enter text. | | |
| **E-mail** | Click or tap here to enter text. | | | | |
| **Contact Number 1** | Click or tap here to enter text. | | **Contact Number 2** | | Click or tap here to enter text. |
|  | | | | | |
| **Reason for Application** | | | | | |
| **Please tell us why you are applying for this position and what attracted you to this role at One Voice Wales. (Your answer should be no more than 200 words)** | | | | | |
| Click or tap here to enter text. | | | | | |

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| **Education and Training** | | | | | |
| **Dates** | | **Qualifications**  **(Please state awarding institute or professional body)** | | | **Further / Higher Education / School** |
| ***From:***  ***Month/Year*** | ***To:***  ***Month/Year*** |
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| **Other Training (eg, short courses)** | | | | | |
| **Date/Year** | | | **Course Subject/Title** | **Course Provider** | |
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| **Employment Details** | | | | | | | |
| *(Please give details of your present or most recent employment first and work backwards.*  *Include all periods of unemployment; career breaks and travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).* | | | | | | | |
| **Dates** | | **Employer** | | **Position/Responsibilities** | | | **Reason for Leaving** |
| **From:**  ***Month/Year*** | **To:**  ***Month/Year*** |
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| **Period of notice required in current position:** | | | | | Click or tap here to enter text. | | |
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| **Volunteering/Unpaid Work** | | | | | | | |
| **Organisation** | | | **Length of volunteering** | | | **Example of task undertaken** | |
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| **Welsh Language Skills** | | | | | | |
| **If you are completing this application form in English, please complete a self-assessment of your current Welsh language skills. Please refer to the Welsh language skills matrix here:** [**Fframwaith-ALTE-Framework-Mentera.pdf**](https://mentera.cymru/wp-content/uploads/2024/09/Fframwaith-ALTE-Framework-Mentera.pdf) **and tick the most appropriate level for each skill area. Please be aware that this role could frequently require Welsh language skills at level 3 or above.** | | | | | | |
| **Individual Skill Areas** | | | | | | |
|  | **Level 0**  **Awareness** | **Level 1**  **Entry** | **Level 2**  **Foundation** | **Level 3**  **Intermediate** | **Level 4**  **Advanced** | **Level 5**  **Proficiency** |
| **Speaking** |  |  |  |  |  |  |
| **Listening** |  |  |  |  |  |  |
| **Reading** |  |  |  |  |  |  |
| **Writing** |  |  |  |  |  |  |

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| **Covering Statement/Additional Information** |
| ***Referring closely to the job description please describe how your qualifications, skills and experience relate to the employee specifications for this post and the responsibilities required.***  ***Maximum 500 words*** |
| Click or tap here to enter text. |
|  |
| **Competency Based Questions** |
| **You will be expected to use the STAR method to answer each of these questions.**  *(Please see the supplementary information for guidance)* |
|  |
| **Describe two scenarios where you were able to work effectively as part of a team to achieve a common goal.** |
| **Scenario one:** |
| Click or tap here to enter text. |
| **Scenario two:** |
| Click or tap here to enter text. |
|  |
| **Summarise what you view as the most effective actions to create, enhance and restore biodiversity and aid nature recovery within our communities.** |
| Click or tap here to enter text. |
| **Give an example of when you have been involved in delivering nature recovery.** |
| Click or tap here to enter text. |
|  |
| **Describe a situation where you have dealt effectively with workload pressures, time constraints and deadlines** |
| Click or tap here to enter text. |
|  |
| **Describe a situation where you were effectively able to deliver a conflict resolution or a solution to a problem between two opposing parties.** |
| Click or tap here to enter text. |

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| **Administrative Details** | | | | |
|  | | **YES** | | **NO** |
| **Do you require a Work Permit to enable you to work in the UK?** | |  | |  |
| **Rehabilitation of Offenders Act 1974:**  **Have you ever been convicted of a criminal offence?** | |  | |  |
| **If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)** | | | Click or tap here to enter text. | |
|  | | **YES** | | **NO** |
| **Do you hold a current driving licence?** | |  | |  |
| **Do you have access to a car?** | |  | |  |
| **Are you prepared to travel to meetings involving occasional long distances?** | |  | |  |
|  | | | | |
| **Are there any adjustments that may be required to be made should you be invited to attend for an interview online? If yes, please give details below:** | | | | |
| Click or tap here to enter text. | | | | |
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| **We welcome applications in Welsh or English and any application submitted will be treated equally. You are welcome to communicate with us in Welsh or English.** | | | | |
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|  | **Welsh** | | **English** | **Bilingual** |
| **Would you like to receive correspondence in**: |  | |  |  |
|  | | |  | |
|  | | | **Welsh** | **English** |
| **If selected, you are welcome to use Welsh or English at the interview.**  **To assist us in providing a simultaneous translation service, please confirm whether you would prefer to use Welsh or English at interview** | | |  |  |

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| **References** | | | | | | |
| **Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be requested for the successful candidate.** | | | | | | |
|  | |  | | | | |
| **Reference 1** | | |  | **Reference 2** | | |
| **Name of Referee** | Click or tap here to enter text. | |  | **Name of Referee** | | Click or tap here to enter text. |
| **Position** | Click or tap here to enter text. | |  | **Position** | | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. | |  | **Address** | | Click or tap here to enter text. |
| **E-mail** | Click or tap here to enter text. | |  | **E-mail** | | Click or tap here to enter text. |
| **Contact Number** | Click or tap here to enter text. | |  | **Contact Number** | | Click or tap here to enter text. |
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| **I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the One Voice Wales as being satisfactory.**  **All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. One Voice Wales will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contractual necessityto process the information provided by you in this form.**  **Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.** | | | | | | |
| **Signed:** | Click or tap here to enter text. | | | |  | |
| **Date:** | Click or tap here to enter text. | | | |
| **Please return completed application forms to:** | | | | | | |
| [jonathan.lazenbyOVW@gmail.com](mailto:jonathan.lazenbyOVW@gmail.com) | | | | | | |
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| **All applications must be received by:**  **Midnight on Friday 23rd May 2025** | | | | | | |
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