



# Welsh Pony and Cob Society Application Form

**Unique identification number:**

(For office use only)

## Application for employment

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

The form is divided into three parts. Please complete all three parts. Please do not separate any part of the form.

Where the application is successful the organisation may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of GDPR.

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:

Name: Gemma Bassett-Burr

Position: Office Manager

Address: [gemma@wpcs.uk.com](mailto:gemma@wpcs.uk.com) or Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG

## Personal information (confidential)

**Post title:**

**Advert reference number:**

### 1. Personal details

Name:

Address:

Contact details: (Please tick preferred contact method)

Email:

Preferred contact number:

### 2. General

Do you hold a current driving licence?

Yes

No

Is your driving licence free of endorsements?

Yes

No

Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).)



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Are you willing to travel to various venues associate with society business e.g. assisting with the exhibition unit at shows? (This may include weekend working)	Yes		No	
Are there any adjustments that may be required to be made should you be invited for interview?  If yes, please give details:				
Please indicate two people who can provide references – one of whom must be your present/most recent employer or School/College contact.				
1. Name:		2. Name:		
Address:		Address:		
Tel. no.:		Tel. no.:		
Email:		Email:		
Occupation:		Occupation:		
I give/do not give permission to take up my reference prior to an offer of employment being made. (Please delete as appropriate)				
<b>3. Employment history</b>				
Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer.				
Name and full address of employer; nature of business.	Job title(s); key responsibilities & key achievements	Reason for leaving and date of leaving		





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**8. Other information**

How/where did you hear about this vacancy?

Have you made an application to this organisation before?	Yes		No	
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If yes, please give details:

Are you currently eligible for employment in the UK?	Yes		No	
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Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.

Have you ever been convicted of a criminal offence?	Yes		No	
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If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

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## GDPR statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

## Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form 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, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:

Date: