**Children’s Commissioner for Wales**

**Application Process**

Dear Applicant,

Welcome to the **application stage** of our recruitment process.

Thank you for showing interest in the work of our Team. We hope to make our recruitment process as accessible and efficient as possible so please contact us if you have any questions at all about this form, the process or the role and we will be pleased to help.

In order to assess your suitability for the advertised role we have **three** separate sections to this application process. This application form is in three separate sections so that we can **remove** your identifiable information in Section 1, **before** the short listing process, to ensure we judge your application on merit. Please do **not** attach a CV with your application:

1. **Section 1-** Your personal details and contact information so that we can speak to you about your application. This section also includes an opportunity to describe your lived experience if you wish to be guaranteed an interview, referees and declaration statement.

1. **Section 2**- Your education, employment and/or voluntary work history along with three achievements that make you feel proud.
2. **Section 3**- An opportunity to tell us why you want to work for our Team, what unique skills and experiences you can bring to the role and some questions to enable you to bring your skills, knowledge and experiences to life. You can complete Section 3 **in writing** OR you can **submit a video** telling us about yourself and answering the questions.)

If you wish to receive a hard copy of the information, or receive an alternative format, e.g. audio, braille or large font then please contact: [**recruitment@childcomwales.org.uk**](mailto:recruitment@childcomwales.org.uk) requesting a specific alternative format and quoting the vacancy job title or phone 01792 765600.

Please return your application document(s) by e-mail to [**recruitment@childcomwales.org.uk**](mailto:recruitment@childcomwales.org.uk)

**Privacy Notice**

**Applicants, this is important information for you about your private data so please ensure you read** **this before completing our form**

We will collect and use the information you provide for us on this form to:

* Enable contact with you for the duration of the recruitment process.(Section 1)
* Enable the assessment of the information you provide on this form against the requirements of the job for the purpose of shortlisting applicants for the interview process and completing the selection process.(Sections 2 and 3)

We process this information under **the legitimate interest principle,** which means that the information you provide is on a voluntary basis to assist us with the assessment of your application for a role.

We will either transfer your application from the recruitment mailbox to a secure on line platform or print a hard copy of your application documents for the duration of the recruitment process and for 12 months after the closing date.

Your information will be shared with a restricted number of Team members who have a legitimate reason to handle or view your information for recruitment purposes.

After the 12-month period, we will delete your application from our systems or shred your documents confidentially unless you are successful in gaining employment with us.

You have the right to request deletion or destruction of your application before the 12-month retention period if you decide to withdraw your application or if you are unsuccessful. To do this you should contact us in writing by e mailing [post@childcomwales.org.uk](mailto:post@childcomwales.org.uk)

We will never transfer your personal details to any third parties without your consent.

End of privacy notice.

**Section One:**

**Personal Details**

Surname/Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your preferred name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been known by any other name? Yes □ No □

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Home Address:  Postcode: | (Please tick indicate your preferred contact method)  □Home telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Daytime /work No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Your nationality and immigration Status**

|  |  |  |
| --- | --- | --- |
| Your nationality at birth |  | |
| Your present nationality |  | |
| Have you possessed any other nationality or citizenship? | ☐ Yes | ☐ No |
| If yes, please specify |  | |
| Are you subject to immigration control? | ☐ Yes | ☐ No |
| If yes, please specify |  | |
| Are you resident in the UK? | ☐ Yes | ☐ No |
| Are there any restrictions on your continued residence in the UK? | ☐ Yes | ☐ No |
| If yes, please specify |  | |
| Are there any restrictions on your continued freedom to undertake employment in the UK? | ☐ Yes | ☐ No |
| If yes, please provide details |  | |

**Guaranteed interview scheme for people from under-represented groups in our workforce**

If you wish to be guaranteed an interview because of your lived experience, please explain in the box below.

|  |
| --- |
|  |

**Disclosure of offences**

All posts within the Children’s Commissioner for Wales Office are subject to enhanced disclosure and barring checks.

**Do you have any convictions or cautions that would not currently be filtered by the DBS?**

Additional guidance – The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. The term ‘cautions’ includes simple and conditional cautions. You do not need to disclose reprimands, final warnings or cautions accepted when under 18. You do not need to disclose anything that would be currently filtered by the Disclosure & Barring Service.

**Please complete the box below:**

|  |
| --- |
| **If yes,** please give details here or alternatively contact our office on 01792 765600 to discuss this issue in confidence: |

**References**

Please give the name and contact details of **two** referees one of which must be your current or more recent employer, a second should be a previous employer (or person who has known you in a professional capacity).

**Professional Reference 1:**

|  |
| --- |
| Name:    Organisation: Job title:  E mail address:  Contact Number:  Relationship:  **I do/do not** want this person to be contacted prior to interview ( please delete as appropriate) |

**Professional Reference 2:**

|  |
| --- |
| Name:  Organisation: Job title:  E mail address:  Contact Number:  Relationship:  I **do/do not** want this person to be contacted prior to interview ( please delete as appropriate) |

**Declaration**

The information I have given in this application is true and accurate to the best of my knowledge, and I understand if any of the particulars I have given are found to be false, I may be regarded as ineligible for recruitment or dismissed after my employment has commenced. I agree that if appointed I shall not continue with any business or other interests including membership or affiliation of any political or other children’s organisation that would cause real or observed conflict with the duties and responsibilities of this job.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section Two**

**Your education, employment and voluntary work history and achievements.**

**Your current or most recent employment**

|  |  |
| --- | --- |
| Job title:  Name and address of employer: | Date you started:  Date you finished:  Salary: |
| Brief description of your main duties and responsibilities:  Reason for leaving: Period of notice required: | |

**Previous Employment**

Please describe **all** other posts you have held, starting with the most recent. *Please use a continuation sheet if you need more space.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates  (from and to) | Job title and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates  (from and to) | Job title and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates  (from and to) | Job title and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates  (from and to) | Job title and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

Please give details of any **unpaid** or **voluntary** work that is relevant to your application.

|  |  |  |
| --- | --- | --- |
| Name and address of organisation | Dates (to and from) | Details |
|  |  |  |

Are there any **gaps i**n your employment history? *Please tell us about any gaps here. .*

|  |
| --- |
|  |

**Record of achievements**

Please describe your **three main achievements** in employment to date. *Please feel free to use a continuation sheet if you need more space.*

|  |  |  |
| --- | --- | --- |
| **1.** | **Post Title** | **Description of main achievement** |
|  |  |  |
| **2.** | **Post Title** | **Description of main achievement** |
|  |  |  |
| **3.** | **Post Title** | **Description of main achievement** |
|  |  |  |

**Qualifications**

Please list your qualifications and any training relevant to this application, including membership of professional organisations. If your application is successful, we will require proof of your qualifications.Please give the most recent first.

**Education:**

|  |  |
| --- | --- |
| Description of the Course of study (subject, topic or skill) | Qualifications gained/ grade |
|  |  |

**Training:**

|  |  |  |
| --- | --- | --- |
| Dates | Training Body | Details, including qualifications gained |
|  |  |  |

**Professional Membership:**

|  |  |
| --- | --- |
| Awarding Body name | Designation/Details of Membership |
|  |  |

**Welsh language skills**

Are you able to communicate in Welsh? Yes □ No □

Please indicate below what skills you have in the Welsh language.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **None** | **Basic or beginner** | **Experienced**  **Welsh learner** | **Fluent or advanced** |
| **Speaking** |  |  |  |  |
| **Understanding** |  |  |  |  |
| **Reading** |  |  |  |  |
| **Writing** |  |  |  |  |

What is your preferred language for interview? **English □ Welsh □**

**Section Three**

**Your unique skills and experiences**

You can answer this section of the application form by **either:**

1. **Submitting a video** between 5 and 10 minutes in length responding to the 2 questions

below. You can submit your video in English or Welsh and remember to state your name clearly on the video so that we can match it to your application form.

Send your completed video to **What’sApp** on **07967 588472** and complete this box if you choose to do this:

|  |  |
| --- | --- |
| **Yes!!** I have submitted a video for section 3 of my application | Date sent: |

**Or**

1. **Writing answers** to the questions **in the boxes** below up to a maximum of 750 words

per box.

Please answer the following questions concisely, illustrating your responses with concrete examples and with the job description and person specification in mind. You may refer to experience, skills and knowledge gained in your current post, or through paid or unpaid work or study. If appropriate, you may also refer to a lived experience that has increased your skills or knowledge. Your answers should be well structured and clearly expressed since they form part of the assessment. Anything you mention may be discussed in more depth at interview, should your application progress to that stage.

**Question 1**

Please tell us why you want this job, and what skills and strengths you will bring to it.

**Question 2**

Describe a situation when you had to use your influencing skills to achieve a resolution that was in everyone’s best interests.

***END OF APPLICATION***