

Application form

Please return this application via email to recruitment@ewc.wales.

Refer to the accompanying 'Guidance on completing the application form' before completing this form. Please contact us if you have any questions or require any documents in an alternative format.

Job title:

Reference number:

Closing date:

Data Protection

In line with GDPR, the EWC accepts responsibility for personal information received through this application process.

See our [privacy notice for applicants](#) for more information about how we process your information. Information will only be used for the purposes specified, and will only be kept as long as required, in line with statutory requirements. Information will then be securely destroyed.

Equal Opportunities

EWC is committed to equality, diversity and inclusion and to playing our part in a fairer Wales. As the independent professional regulator for the education workforce in Wales, we make employment decisions based solely on skills, experience and suitability for the role.

We ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or caring responsibilities. We also strive to ensure no one is disadvantaged by requirements or conditions that cannot be objectively justified.

We welcome and encourage applications from underrepresented groups and are committed to fair recruitment, retention and progression practices that reflect the diversity of Wales.

As a Disability Confident Committed employer, we will interview all disabled applicants who demonstrate that they meet the essential criteria for the post.



Disability Declaration

I have a disability and would like to be given an interview under your commitment to the Disability Confident Scheme. Yes No

Do you require any reasonable adjustments if invited to attend an interview? Yes No

If yes, please give details:

Information in this section will be used by HR to process this application, it will not be seen by the selection panel.

Address:

If your application is successful, we will verify qualifications required for the post.

[illegible]

3. Relevant learning and development

Please provide information on the learning and development you have undertaken (most recent first) that is relevant to this application, including membership of professional organisations.

4. Employment

Present or most recent employment

Employer:

Address:

Phone number:

Department (if applicable):

Job title:

Period of employment (include start and end date):

Salary and benefits:

Period of notice required:

Reason for leaving or wanting to leave:

Brief description of main duties and responsibilities:

Please list all previous employment (most recent first) including any period of self-employment, unpaid or voluntary work you may have done. Please give reasons for any gaps in employment.

[illegible]

6. Welsh language skills

The Welsh language skills required for the post are listed below

Speaking (level 1)

- Can give a bilingual telephone greeting.
- Can use basic every day words, phrases and greetings such as thank you, please, good morning, etc.
- Can pronounce Welsh words, place names and personal names.

Understanding/reading (level 1)

- Can understand basic key words and phrases on familiar /predictable matters relating to own areas area of work, such as on signs and in letters.

Writing (level 1)

- Can write personal names, place names, job titles etc.
- Can fill in simple forms and note down simple information such as an address, the date, a telephone number, and an email address in Welsh.

Do you meet the required Welsh language skills listed above? Yes No

What is your preferred language for interview? Welsh English

Your interview will be in your preferred language. If you have chosen Welsh as your preferred language, we may need to provide a simultaneous translation service, depending on the Welsh language skills of the interviewing panel.

7. Supporting statement

Please outline below how you match the criteria as outlined in the job description and person specification. You should provide specific examples and provide as much detail as possible so that the panel can take an accurate view of your competence in these areas.

As a general guide we would expect no more than 200-300 words per criterion.

8. Referees

Please give the details of two referees, one of whom must be your current or most recent employer, a second should be a previous employer (or person who has known you in a professional capacity). If you have just left school or college and have no previous work experience, please refer to the guidance on completing the application form.

We will only contact referees if a job offer is made, and only with your permission.

Reference 1

Name:

Job title:

Organisation (if applicable):

Email address:

Phone number:

Reference 2

Name:

Job title:

Organisation (if applicable):

Email address:

Phone number:

9. Additional information

What is the earliest date you could start work?

Are you related to, or have a personal connection with, any employee of the Education Workforce Council, or a member of the Council or any of its Boards? Yes No

If yes, please name that person.

Do you hold a current and valid driving licence? Yes No

Do you have any current endorsements on your licence? Yes No

Do you have the use of a car? Yes No

10. Professional sanctions and criminal convictions

Have you ever been subject to a disciplinary sanction from a professional or regulatory body?

Yes No

If yes, please provide details.

Do you have any criminal convictions? Yes No

If yes, please provide details below of any convictions (including dates) other than spent convictions under the Rehabilitation of Offenders Act 1974.

*Note that a professional sanction or criminal conviction will not necessarily be a bar to obtaining this position.

11. Declaration

The information presented in this form is correct to the best of my knowledge. I understand that providing any false statement may be sufficient cause for rejection, withdrawal of a potential or conditional offer, or if employed, disciplinary action or dismissal.

Signature:

Date:

To help us monitor our advertising policy please indicate where you originally learned of this vacancy.