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**APPLICATION FOR EMPLOYMENT**

**Regional Officer Posts**

**Name of Post: Regional Officer**

**Office: Cardiff, Wales Region**

**PLEASE RETURN COMPLETED APPLICATION FORM TO:** **recruitment@unitetheunion.org**

**Closing Date: Wednesday 7th May 2025**

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| PERSONAL DETAILS |
| First Name: |       | Surname: |       |
| Address: |       | Mobile: |       |
| Tel: |       |
| Email: |       |
| Do you have the right to work in the UK? Under Section 8 of the Asylum and Immigration Act 1996 (as amended), we will be required to see and copy documentation of evidence of the right to work before employment commences.  | **YES** | **[ ]**  | **NO** | **[ ]**  |
| Have you ever been convicted of a criminal offence? You do not need to disclose convictions regarded as spent under the Rehabilitation of Offenders Act 1974. | **YES** | **[ ]**  | **NO** | **[ ]**  |
| Have you ever been employed by Unite? If so where and when?  | **YES** | **[ ]**  | **NO** | **[ ]**  |
| * If yes to the above are you still employed by Unite?
 | **YES** | **[ ]**  | **NO** | **[ ]**  |
| Are you related to an employee of Unite? | **YES** | **[ ]**  | **NO** | **[ ]**  |
| Do you have a current UK driving licence? | **YES** | **[ ]**  | **NO** | **[ ]**  |
| Have you been a member of a Trade Union for last 2 years? | **YES** | **[ ]**  | **NO** | **[ ]**  |
| Are you a current active, paid up member of Unite? | **YES** | **[ ]**  | **NO** | **[ ]**  |
| If you are a Unite member, please state your membership number: |       |
| Do you have a disability you wish us to know about at this stage? The Equality Act 2010protects disabled people from unlawful discrimination. If we know you have a disability we will make reasonable adjustments to the arrangements or the working environment where we can reasonably do so. We will also make reasonable adjustments at interview. | **YES** | [ ]  | **NO** | [ ]  |
| To assist us in considering your application, please let us know below if you believe that there are any reasonable adjustments that we should be making at this stage: |
|       |
| CURRENT OR MOST RECENT EMPLOYMENT |
| Employer’s Name  |       |
| Address |       |
| Position Held |       |
| Grade/Salary |       |
| Notice Required |       |
| REFERENCES: Please give the names, addresses and telephone numbers of two referees. One should normally be your current or most recent employer. **FOR THE PURPOSES OF THIS APPLICATION THE FOLLOWING WILL NOT BE ACCEPTED AS REFEREES: THE GENERAL SECRETARY; ASSISTANT GENERAL SECRETARIES; EXECUTIVE OFFICERS; REGIONAL SECRETARIES; MEMBERS OF THE EXECUTIVE COUNCIL; DIRECTORS OR HEADS OF DEPARTMENT OF UNITE**  |
| Name: |       | Name: |       |
| Address: |       | Address: |       |
| Tel: |       | Tel: |       |
| Email: |       | Email: |       |
| Relationship to you: |       | Relationship to you: |       |

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| PREVIOUS EMPLOYMENTPlease list all previous jobs, starting with the most recent and including all periods of work experience / work placements / voluntary work. PLEASE INCLUDE ANY PERIODS OF STAND DOWN WORK YOU HAVE UNDERTAKEN |
| **From (Date)** | **To (Date)** | **Name and Address of Employer** | **Job Title** | **Reason for Leaving** |
|       |       |       |       |       |
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| TRAINING AND DEVELOPMENTPlease list all relevant training or development courses you have attended. *You may continue in the additional information section if necessary.* |
| **From (Date)** | **To (Date)** | **Title of Course** | **Provider** | **Qualification Obtained (if relevant)** |
|       |       |       |       |       |
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| EDUCATION Please enter details of your education. *You may continue in the additional information section if necessary.* |
| **From (Date)** | **To (Date)** | **Name and address of secondary school, college, university / other** | **Course followed** | **Qualification Obtained** |
|       |       |       |       |       |
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| MEETING THE REQUIREMENTS OF THE JOB Please explain how you meet the requirements set out in the person specification by addressing each item in the job description. Give clear and concise evidence and examples of your skills, abilities, experience, and achievements. **Please set out your response using the headings in the person specification.** You may use a maximum of 2 single sides of A4.**Please do not use any additional sheets and only use the space provided below.**  |
|       |
| **NTO NEXT PAGE.** |

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| **MEETING THE REQUIREMENTS OF THE JOB continued – PAGE 2** |
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| **PLEASE DO NOT USE ADDITIONAL SHEETS** |
| ADDITIONAL INFORMATIONPlease enter any additional information relating to previous sections on Training and Education (with appropriate headings) below. |
|       |
| DECLARATIONI declare that the information given on this form is correct to the best of my knowledge and belief. I agree that information I give you in connection with this application may be stored and processed for the purpose of this recruitment exercise and for HR management. |
| Signed |       | Date |       |

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|  **Equality Monitoring Form –**  Regional Officer (Wales)**Please note that this information is treated as strictly confidential.**At Unite we are committed to ensuring equality of opportunity in all our selection procedures. In order to assist us please provide the information below. This information enables us to check that we are attracting and selecting applicants from all sections of the community, men and women of all ages, Black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people. *Applications are encouraged from people who are under-represented in the union. We actively encourage women, Black and Asian Ethnic minority, disabled and LGBT+ people to apply, including from those applicants who do not reside in the Region in which the role is based. Please annotate this form accordingly to assist us when processing your application.* |
| **RACE AND ETHNIC ORIGIN** |
| Do you consider yourself to be Black, Asian or Ethnic Minority? | Yes | [ ]  | No | [ ]  |
| In addition to the above question, please look at all the descriptions of race or ethnic origin listed below. When you have read them all choose the one that most accurately describes you: |  |
| White – English / Welsh / Scottish / Northern Irish / British | [ ]  | Asian – Indian | [ ]  |
| White – Irish | [ ]  | Asian – Bangladeshi | [ ]  |
| White and Black Caribbean | [ ]  | Asian – Pakistani | [ ]  |
| White and Asian | [ ]  | Asian – Chinese  | [ ]  |
| White and Black African | [ ]  | Any other Asian background | [ ]  |
| White – other background | [ ]  | Gypsy or Irish Traveller | [ ]  |
| Black – Caribbean | [ ]  | Arab | [ ]  |
| Black – African | [ ]  | Any other Mixed / Multiple Ethnic background | [ ]  |
| Black – Any other Black / African / Caribbean background | [ ]  | Any other ethnic group | [ ]  |
| **GENDER** |
| Male | [ ]  | Female | [ ]  |
| Trans | [ ]  | Another gender identity (or none) | [ ]  |
| Is your present gender different from that to which you were assigned at birth? | Yes | [ ]  | No | [ ]  |
| **SEXUAL ORIENTATION**Which of the following options best describes how you think of yourself? |
| Heterosexual or Straight | [ ]  | Gay or Lesbian | [ ]  | Bisexual | [ ]  | Other | [ ]  | Prefer not to say | [ ]  |
| **DISABILITY** |
| Do you consider that you are covered by the Equality Act 2010? | YES | [ ]  | NO | **[ ]**  |
| If so, does your disability substantially affect the work that you can do? | YES | [ ]  | NO | **[ ]**  |
| **AGE**What age group do you belong to? |
| 16-24 | [ ]  | 25-34 | [ ]  | 35-44 | [ ]  |
| 45-54 | [ ]  | 55+ | [ ]  | Prefer not to say | [ ]  |
| **RECRUITMENT ADVERTISING**How did you become aware of this vacancy? |
| **Newspaper** (please specify) |       | **Internal** |       |
| **Online** (please specify) |       | **Other** (please specify) |  |