



## Assembly Member Support Staff Application Form

The information asked for on this form is important in assessing your application. A supporting letter / CV may be attached.

### Data Protection

The information you give on this form is covered by the Data Protection Act 1998. It will be kept confidentially and only be used for recruitment purposes. If you are appointed to this position, the information will be kept during the period of your employment. If you are not appointed, your information will be kept for 12 months after our appointment decision. After that, it will be destroyed.

Full Name (include title):
Title of the position applied for:
Assembly Member / Party Group:
Hours available for work:
Please indicate any dates when you will not be available for interview:

### Personal Details

Address and postcode:
E-mail address <i>(By providing your e-mail address you are consenting to being contacted by e-mail)</i>
Home phone number
Mobile phone number
Are you related to any Assembly Member? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide their name and your relationship to them

### Birth and nationality

*If appointed evidence of eligibility to work in the UK will need to be provided.*

National Insurance No.
Nationality at birth
What is your present nationality?
Have you ever been a citizen of any country other than the UK? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If 'Yes', please give us details
Are there any restrictions on you continuing to live or work in the UK? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If 'Yes', please give us details

**Language**

Please indicate your ability level in English and Welsh								
	Written				Oral			
	Fluent	Good	Basic	None	Fluent	Good	Basic	None
Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Education**

Please tell us about your education and any qualifications that you feel are relevant to the post. You may refer to your CV if you prefer.

Schools, Colleges, Universities, etc.	Qualifications gained and grade	Date gained
■	■	■
■	■	■
■	■	■
■	■	■

**Training Courses**

Please give us more information on any training that you think may be relevant to this application.

Organising body	Course title	Date of course
█	█	█
█	█	█
█	█	█
█	█	█

### Membership of professional bodies

Name of Body	Type of membership	Date Obtained
█	█	█
█	█	█

### Current & most recent employment

Please give details of your current and previous employment. You may attach a CV if you prefer.

For your current employer (where applicable) how much notice do you have to give?
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Name and address of employer	Dates (from and to)	Title and brief summary of main duties
█	█	█
█	█	█
█	█	█
█	█	█

### Information in support of your application

Please demonstrate how your previous experience makes you suitable for appointment to this vacancy. We would encourage you to refer to the

'essential criteria' found in the job and person specification in support of your application. (under 1000 words in total)

**Please let us know why you would like to take up a placement in our office and what you hope to gain from the experience**

## References

Please give the details of two people that are prepared to act as referees for you. One of which should be a current or previous employer.

<b>Referee 1. Full name and job title:</b>
Company/organisation name (if applicable):
Address and postcode:
E-mail address
Telephone number
Mobile phone number
In which capacity can this person offer a reference for you?
Personal <input type="checkbox"/> Professional/work/other <input type="checkbox"/>

<b>Referee 2. Full name and job title:</b>
Company/organisation name (if applicable):
Address and postcode:
E-mail address
Telephone number
Mobile phone number
In which capacity can this person offer a reference for you?
Personal <input type="checkbox"/> Professional/work/other <input type="checkbox"/>

Please note that your references will be contacted if you are the successful candidate.

As part of our pre-employment checks you will also be required to undertake and clear either a:

- Baseline Personnel Security Standard (BPSS) security check for constituency based employees or;
- Counter Terrorist Check (CTC) for Assembly (or both Assembly and constituency) based employees.

Please note appointment will be subject to references and a security check.

## Declaration

I confirm that the information given on this form is correct to the best of my knowledge. I also certify that I will inform the employing Assembly Member of any changes in circumstances that affect the answers I have given.
Date:
Signature (if returning hard copy)

Completed forms are to be returned by 12pm on Friday 25 May 2018  
[temmy.woolston@assembly.wales](mailto:temmy.woolston@assembly.wales) or by post

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