



# Rheilffyrdd Ffestiniog ac Eryri Ffestiniog & Welsh Highland Railways

Gorsafyr Harbwr / Harbour Station, Porthmadog, Gwynedd, LL49 9NF

☎ 01766 516000 📠 01766 516006

enquiries@ffwhr.com

## JOB APPLICATION FORM

Post applied for \_\_\_\_\_ Closing Date \_\_\_\_\_

Mr/Mrs/Miss/Ms \_\_\_\_\_ First Names \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_

### PRESENT / MOST RECENT EMPLOYMENT

Position Held \_\_\_\_\_

Employer \_\_\_\_\_

Brief description of duties \_\_\_\_\_

\_\_\_\_\_

Date of Appointment \_\_\_\_\_

Date left (if applicable) \_\_\_\_\_

Reason for leaving (if applicable) \_\_\_\_\_

Current / Final Salary \_\_\_\_\_

When could you commence your new employment with us?

\_\_\_\_\_

### PREVIOUS APPOINTMENTS

<u>Employer</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Duties</u>	<u>Reason for leaving</u>
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### EDUCATION DETAILS

Name & Address of School / College / University	Subject	Level & Grade achieved (E.g. GCSE Grade C, A level Grade C or Degree 2:1)
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### OTHER QUALIFICATIONS / TRAINING / PROFESSIONAL MEMBERSHIPS

Please list:

If the need for a driving licence is specified in the advertisement for the job you are applying for please answer the following questions:

Do you hold a full current driving licence? YES / NO

If yes, is it free of endorsements? YES / NO

If no, please give details \_\_\_\_\_

**FURTHER INFORMATION TO SUPPORT YOUR APPLICATION  
INCLUDING DETAILS OF RELEVANT EXPERIENCE, INTERESTS AND ABILITIES  
(Continue on a separate sheet if necessary)**

**DETAILS OF HOW YOU LIKE TO SPEND YOUR LEISURE TIME  
(Hobbies etc.)**

**NAME AND CONTACT DETAILS OF TWO REFEREES (not relatives)  
One referee is expected to be your present / most recent employer (or educational  
establishment if a student). Contact will only be made with your present employer with  
your authority.**

How did you learn about the vacancy? \_\_\_\_\_

Do you have any links with the Ffestiniog and Welsh Highland Railways / Ffestiniog Travel at present? YES / NO

If yes, please specify: \_\_\_\_\_

Please state whether or not you have been convicted of any criminal offences: YES / NO  
Driving offences are criminal offences and should be declared if relevant.

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

Under the Rehabilitation of Offenders act 1974 spent convictions do not have to be declared. Unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless their offence(s) is/are manifestly incompatible with the post in question.

Please indicate on a separate piece of paper if we can assist with any special needs to enable you to attend an interview. This will be separated from your application before it is considered.

**Declaration by Applicant:** I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

I understand that it may be necessary for the Festiniog Railway Company to process information about me which could be regarded as Sensitive Personal Data under the Data Protection Act 1998. I hereby consent to the processing of such data for the purposes of my application and any subsequent employment with the Company.

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

Please return this form to:

**Joanna Vincent**  
Commercial & Human Resources Administrator  
Festiniog Railway Company  
Harbour Station  
Porthmadog  
Gwynedd  
LL49 9NF

Email: [jvincent@ffwhr.com](mailto:jvincent@ffwhr.com)

Tel: 01766 516073



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## Equality and Diversity Monitoring Form

The Festiniog Railway Company is committed to equal opportunities in employment. To help us implement and monitor this policy, all applicants are asked to provide the following information. Any information given will be treated in the strictest of confidence. The information given will be used for the purpose of monitoring and for assisting us in improving our recruitment procedures only.

**This form will be separated from the application form immediately on receipt before any consideration of applicants occurs.**

Name of applicant \_\_\_\_\_

1. Gender: Male  Female  Prefer not to say

2. Age: 16 – 20  21 – 30  31 – 40  41 – 50  51 – 60   
Over 60  Prefer not to say

3. Marital Status: Single  Married  Living as Partners   
Divorced  Separated  Prefer not to say

Other (please state) .....

4. What is your ethnic group?  
Choose one option that best describes your ethnic group or background:

White

- a) Welsh
- b) English
- c) Scottish
- d) Northern Irish
- e) British
- f) Any other White background, please describe:


.....

Mixed / Multiple ethnic groups

a) White and Black Caribbean

b) White and Black African

c) White and Asian

d) Any other Mixed / Multiple ethnic background, please describe:

.....

Asian / Asian British

a) Indian

b) Pakistani

c) Bangladeshi

d) Chinese

e) Any other Asian background, please describe:

.....

Black / African / Caribbean / Black British

a) African

b) Caribbean

c) Any other Black / African / Caribbean background, please describe:

.....

Other ethnic group

Any other ethnic group, please describe:

.....

Prefer not to say

5. Do you consider yourself to have a disability? Yes  No

Prefer not to say

If yes please give brief details if you wish to do so: .....

.....

.....

6. Are you:

1<sup>st</sup> language Welsh speaker  Fluent Welsh speaker

Learning Welsh  Not a Welsh speaker

Prefer not to say

7. How did you hear about the vacancy? (please select all that apply)

JobCentre  Word of mouth  Facebook or Twitter

Local Paper (please state which one) .....

Website (please state which one) .....

Other (please state) .....

8. What is your current employment status?

Employed  Unemployed  Retired  Student

Other (please state)..... Prefer not to say

9. If currently employed is your employment: (please select one option from each row)

Full time  Part time / reduced hours  Casual / Zero hours

Permanent  Seasonal  Fixed Term

10. What type of employment are you looking for? (please select one option from each row)

Full time  Part time / reduced hours  Casual / Zero hours

Permanent  Seasonal  Fixed Term

**Thank you for completing this form**

**Please return to**  
Joanna Vincent  
Commercial & Human Resources Administrator  
Festiniog Railway Company  
Harbour Station  
Porthmadog  
Gwynedd  
LL49 9NF