



## Job application: your details form

You must complete and submit this form to [recruitment@wra.gov.wales](mailto:recruitment@wra.gov.wales)

In order to process your job application and meet our legal requirements, we'll need to collect some personal information. The personal information you provide will not be used as part of the selection process and the recruitment panel will not see this information. Except for your Welsh language skills, but only if you're applying for a role that requires this.

For more information on how we'll use your data, you can find our HR privacy notice on the recruitment section of our website:

[gov.wales/welsh-revenue-authority/human-resources-privacy-notice](https://gov.wales/welsh-revenue-authority/human-resources-privacy-notice)

If you need help completing or submitting this form, please contact us on 03000 254 000 or [recruitment@wra.gov.wales](mailto:recruitment@wra.gov.wales)

### Personal details

1 Title:

2 First name(s)

3 Surname:

4 Home address:

5 Email address:

6 Alternative email address:

7 Phone number:

8 Alternative phone number:

9 Are you a current civil servant?

Yes

No

10 What's your preferred language for assessment?

English

Welsh

## Nationality

As a non-ministerial government department, candidates need to meet certain legal requirements to work for the WRA.

Our roles are open to:

- UK nationals
- nationals of Commonwealth countries
- nationals of the Republic of Ireland
- European Economic Area (EEA) nationals with (or eligible for) status under the EUSS
- relevant EEA or Turkish nationals working in the Civil Service
- relevant EEA or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU and Turkish nationals

Candidates will be subject to UK immigration ([gov.uk/browse/visas-immigration/work-visas](https://www.gov.uk/browse/visas-immigration/work-visas)) requirements. As well as Civil Service nationality rules ([gov.uk/browse/visas-immigration/work-visas](https://www.gov.uk/browse/visas-immigration/work-visas)) which will give you further information on whether you're able to apply.

Confirmation of your nationality and immigration status is mandatory. If appointed, we'll seek verification of the details you provide in this form.

If appointed, we'll need evidence of your eligibility to work in the UK.

11 Do you meet the Civil Service nationality requirements?

Yes

No

12 Please provide your present nationality:

13 Are you a legal resident in the United Kingdom?

Yes

No

14 Are you under immigration control?

Yes

No

15 If you answered 'yes' for question 14, please give details:

16 Are there any restrictions on you continuing to live in the UK?

Yes

No

17 If you answered 'yes' for question 16, please give details:

# Welsh language

Please tell us about your level of ability in Welsh:

## 18 Reading:

- 0 = No skills
- 1 = Can read some basic words and phrases with understanding
- 2 = Can read simple material on everyday topics with understanding
- 3 = Can read some routine work-related material with support such as a dictionary
- 4 = Can read most work-related material
- 5 = Full understanding of all work-related material

## 19 Spoken:

- 0 = No skills
- 1 = Can hold a basic conversation in Welsh
- 2 = Can converse in simple work-related conversations
- 3 = Can converse in some work-related conversations
- 4 = Can converse in most work-related conversations
- 5 = Fluent

## 20 Understanding:

- 0 = No skills
- 1 = Can understand parts of a basic conversation
- 2 = Can understand basic conversations about everyday topics
- 3 = Can understand routine work-related conversations
- 4 = Can understand most work-related conversations
- 5 = Can understand all work-related conversations

## 21 Written:

- 0 = No skills
- 1 = Can write basic messages on everyday topics
- 2 = Can write simple work-related correspondence
- 3 = Can prepare routine work-related material with checking
- 4 = Can prepare most written work in Welsh
- 5 = Can prepare written material for all work-related matters

## Disability Confident scheme

We're a Disability Confident employer and we actively encourage applications from disabled people. We guarantee an interview to disabled applicants if they meet the minimum criteria for the post applied for.

22 I have a disability and would like a guaranteed interview under the Disability Confident scheme.

Yes

No

23 Will you require assistance if invited to attend an interview, assessment centre or to complete an online test?

Yes

No

24 If you answered 'yes' for question 23, please provide details of any requirements or equipment that you may need:

## Equal opportunities monitoring

The equal opportunities monitoring questions in this section do not form part of your application. Your answers will not be used by us to influence any decisions affecting your application.

25 What's your gender?

Female

Male

Prefer not to say

Prefer to self-describe

26 If you answered 'prefer to self-describe' for question 25, please specify:

27 Is your gender identity the same as the gender you were born with?

Yes

No

Prefer not to say

28 Are you married or in a civil partnership?

Yes

No

Prefer not to say

29 Are you currently pregnant or have you been pregnant in the last year?

Yes

No

Prefer not to say

30 Which age group do you belong to?

16 to 24

25 to 29

30 to 34

35 to 39

40 to 44

45 to 49

50 to 54

55 to 59

60 to 64

65 or over

Prefer not to say

31 How would you describe your national identity?

British or Mixed British	English
Northern Irish	Scottish
Welsh	Prefer not to say
Other	

32 If you answered 'other' for question 31, please specify:

33 What's your ethnicity?

Asian or Asian British – Bangladeshi	Asian or Asian British – Indian
Asian or Asian British – Pakistani	Any other Asian background
Black or Black British – African	Black or Black British – Caribbean
Any other Black/African/Caribbean background	Chinese
Mixed White and Asian	Mixed White and Black African
Mixed white and Black Caribbean	Any other mixed background
White – British/English/Northern Irish/Scottish/Welsh	White – Irish Gypsy or Traveller
White – any other	White – Irish
Prefer not to say	Any other ethnic group

34 If you answered 'any other ethnic group' for question 33, please specify:

35 What's your sexual orientation?

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Prefer not to say

Prefer to self-describe

36 If you answered 'prefer to self-describe' for question 35, please specify:

37 What's your religion or belief?

Buddhist

Christian

Hindu

Jewish

Muslim

No Religion

Sikh

Prefer not to say

Other

38 If you answered 'other' for question 37, please specify:

39 Do you consider yourself to be disabled as defined by the above Equality Act 2010?  
The Equality Act 2010 defines disability as: A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Yes

No

Prefer not to say



## Advertising

40 Where did you first hear about this position?

WRA website

Civil Service Jobs website

LinkedIn

Other

41 If you answered 'other' for question 40, please specify:

## Declaration

I declare that all the information I have given on this application is true to the best of my knowledge and belief.

Name

Date

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.