



Name of applicant:
Address of applicant:
Contact telephone no:
<p>Please provide details of two referees that will be contacted if you are successful in your application and any subsequent job interview.</p> <p>1.</p> <p>2.</p>
<p>This application form is for the post of:</p> <ul style="list-style-type: none"> • Project Co-ordinator – Routes into Languages (full-time, or at least on a 0.6 basis) (fixed term) (Grade 2) • The objective of this post is the successful coordination of all administration associated with the 'Routes into Languages Wales' Project and CILT Cymru's support for Higher Education in Wales • The successful candidate will report to the Director, CILT Cymru
<p>How to apply:</p> <p>Please complete sections 1-5 below and submit your application by noon on Friday, January 8, 2010 Date of interviews – to be confirmed to Ceri James, Director, CILT Cymru, 1st Floor, Cambrian Buildings, Mount Stuart Square, Cardiff CF10 5FL. or by e-mail Ceri.James@ciltcymru.org.uk</p>

*CILT Cymru is unable to acknowledge applications received, unless **read receipt** is applied to applications sent by e-mail, other than from those subsequently contacted for interview.*

Please note: In line with current regulations the employer must check the right of new employees to work in the United Kingdom, and, if appointed, you will be asked to present your passport for inspection. Certain roles within CILT may require us to make routine checks with the Criminal Records Bureau.

SECTION 1: Please use this section to set out your reasons for applying, and why you feel you are the right candidate for this post. Please set out how you would meet the requirements of the post as set out in the job description in light of your current or previous education and experience.

SECTION 2: Please use this section to set out any additional information arising from your current or previous employment, which you feel to be of particular relevance to this post. (All applicants should also submit a CV with their application form.)

SECTION 3: Please list any qualifications you hold, unless a complete record is available on your CV.

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SECTION 4: Please set out any other relevant skills, experience, or interests.

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SECTION 5:

Please remember to include a copy of your CV when submitting your application.

Signed	Date
Name:	

PLEASE RETURN YOUR COMPLETED FORM TO:
Ceri James, Director, CILT Cymru, 1st Floor, Cambrian Buildings, Mount Stuart Square,
Cardiff CF10 5FL or by e-mail
Ceri.James@ciltcymru.org.uk
by noon on Friday, January 8, 2010

www.ciltcymru.org.uk

