

Job application form

Post title:	Reference number:	Closing date:
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Please read the guidance notes for job applicants carefully and study the job description and person specification before completing this form

1. Personal details

Title (Mr, Mrs, Miss, Ms, etc)	Telephone (home):
Forename/s:	Telephone (mobile):
Surname:	Telephone (business):
Please state any previous names:	Email address:
Address:	Professional registration number: <small>(i.e. for teaching or social care positions)</small>
	How did you become aware of this vacancy:
Postcode:	Are you applying for a job share? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Tick a box</small>

For Sections (2, 3, 4 & 5) please use additional sheets of paper if you require further space to convey all your information

2. Relevant education, technical and/or professional qualifications

Name and location of school/college/institute	Subjects/qualifications	Grade (plus dates of any professional qualifications)

Note: You may be required to provide evidence of qualifications

3. Details of relevant personal development/training courses

Course title	Course provider	Year

4. Employment history

Please give details of relevant jobs held including part-time and unpaid work, starting with your present/last employer. (Please account for any gaps in your employment history).

Employer (name and address)	Jobs held and main duties/ responsibilities	Dates From	To	Salary and/ or grade

5. Knowledge, skills and experience

Tell us how your knowledge, skills and experience meet the selection criteria detailed in the person specification. Please refer to the guidance notes for job applicants for an explanation.

You may find it useful to bullet point the selection criteria and provide an explanation and examples of how you meet these.

Recruitment monitoring

Post title:

Reference no:

Closing date:

To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by ticking the appropriate box. This information will be treated as confidential. It will be separated from your application form and will not be seen by the recruiting panel.

Gender: Female Male Tick a box Date of birth:

Do you consider your ethnic origin to be:

WHITE

Tick a box

British Irish Another white background

ASIAN

Asian British Asian Indian Asian Pakistani Asian Bangladeshi Another Asian background

MIXED

White and black Caribbean White and black African White and Asian Another mixed background

BLACK

Black British Black Caribbean Black African Another black background

ANOTHER ETHNIC GROUP

Chinese/Vietnamese Cypriot Greek Cypriot Turkish Cypriot other

ANY OTHER ETHNIC GROUP PLEASE STATE _____

Do you consider yourself to have a disability?

Yes No Tick a box

If so, please state the nature of your disability*:

If you have a disability, we will offer you an interview as long as you meet the essential criteria of the post. Also, please let us know of any special requirements you may have which will help us to ensure a fair selection.

*The Disability Discrimination Act 1995 describes a disability as "A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day to day activities".

6. References

Please indicate two people who can provide references, one of whom must be your present/last employer. If you are a recent school or college leaver, one of your references must be from a teacher. Please note that the council reserves the right to approach your current or any other previous employer. (This will not occur before an offer of employment has been made).

Please indicate, by ticking the appropriate box if you DO NOT wish us to take up a reference before an offer of employment is made.

Tick box if applicable

Tick box if applicable

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

Email address:

Email address:

Occupation:

Occupation:

Relationship:

Relationship:

7. Work entitlement

If you were successful in your application, would you require a work permit prior to taking up employment?

Yes No Tick a box

Note: It is against the law to employ a person aged 16 or over who does not have permission to live and work in the UK. You will be requested to produce documentary evidence of your legal right to work in the UK before starting work with us.

8. Relationship to existing councillor or officer of the council

All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or an officer of the council; or the partner of such persons.

Are you related to an existing councillor or officer of the council as described above?

Yes No Tick a box

If so, please provide the following details:

Surname:

Address:

Forename:

Relationship:

Postcode:

9. Declaration

I declare that the information I have provided is accurate and true and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to the council's service will render me liable to disciplinary action, including dismissal without notice and in certain circumstances, legal action taken against me.

Signed:

Date:

Note: We are unable to consider unsigned application forms.

Please return your completed application to the address detailed in the advertisement/job information pack.

If you have not heard from us within two weeks of the closing date, you may conclude that your application has been unsuccessful.