

CONFIDENTIAL

JOB APPLICATION FORM



Committed to equality at work and in our community

Identifying No:

To be completed in black ink. All relevant sections must be completed.
A curriculum vitae must not be submitted in place of any information on this form.

PART ONE (To be detached prior to shortlisting)

1. VACANCY INFORMATION

Application for the post of

In the

This form to be returned to

Oughtrington Primary School, Howard Avenue, Lymm, WA13 9EH

by the closing date of :

Advertisement Ref. No. :

Post No :

2. PERSONAL DETAILS

Surname

Title

Previous Surname

First Name(s)

Known as

Have you ever been known by any other name? Yes ☐ No ☐

If yes please give details

Address

Postcode

Telephone : Business

Private

Mobile Tel:

e-mail

(if shortlisted you may be invited to interview via e-mail)

Work permit required: Yes ☐ No ☐

Work permit expiry date:

Are you applying for this job as a job sharer? : Yes ☐ No ☐

Identifying No:

TO BE DETACHED PRIOR TO SHORTLISTING

3. REFERENCES

Please give details of two people who are not related to you, from whom references about your suitability for the job can be obtained. If presently employed one must be your current employer. If unemployed one must be your most recent employer. In the absence of previous employment experience a reference from your headteacher / tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults).

1. Current or most recent employer		2.	
Name:		Name:	
Title: (Mr, Mrs etc)		Title: (Mr, Mrs etc)	
Occupation:		Occupation:	
Address:		Address:	
Postcode:		Postcode:	
Business Telephone:		Business Telephone:	
Home Telephone:		Home Telephone:	
Mobile:		Mobile:	
E-mail:		E-mail:	
How long has the referee known you?		How long has the referee known you?	
In what capacity does the referee know you?		In what capacity does the referee know you?	
☐	Employer/former employer	☐	Employer/former employer
☐	Colleague/former colleague or manager but the referee is given on a personal basis	☐	Colleague/former colleague or manager but the referee is given on a personal basis
☐	Personal	☐	Personal
If the referee knows you by a different name please state		If the referee knows you by a different name please state	
Please tick this box if you do not want this referee to be contacted prior to interview.	☐	Please tick this box if you do not want this referee to be contacted prior to interview.	☐

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees we will only contact the referees after interview, if you are the successful candidate.

Identifying No:

TO BE DETACHED PRIOR TO SHORTLISTING

4. DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE

A criminal record will not necessarily exclude you from employment. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. You are required to disclose any 'unspent' criminal convictions in line with the Rehabilitation of Offenders Act 1974.

However, if you are applying for work which involves substantial opportunity for access to children or vulnerable adults, you are required to give details of **all** criminal convictions, even if they are regarded as 'spent'. Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions?
(You do not need to include cautions, reprimands or warnings which are over 5 years old if you are not applying for a post with substantial access to children or vulnerable adults)

Yes ☐ No ☐

If "YES", give details below:-

Details of offence & Sentence	Date	Court or police force who dealt with the offence

Posts that may have substantial opportunity for access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Act and will require a CRB check.

Criminal Records Bureau

Successful applicants will be asked to apply for a Criminal Records Bureau (Disclosure) from the Criminal Records Bureau.

Further information about Disclosures can be found at www.disclosures.gov.uk

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.

"I certify that the details on this application form are true as far as I know. I understand that if I give false information or withhold relevant information it could result, if engaged, in termination of employment."

Signed:

Date:

Identifying No:

--

5. THE ASYLUM AND IMMIGRATION ACT 1996 (SECTION 8)

Please refer to the enclosed guidance notes before answering these questions.

Do you have or are you entitled to obtain a National Insurance Number?	Yes ☐ No ☐
If you have answered "NO" to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?	
(Please see guidance notes for details of relevant information).	Yes ☐ No ☐

6. DECLARATION OF RELATIONSHIP

Are you or your spouse related by marriage, blood or as a cohabitee to any elected member or senior officer of the council? Yes ☐ No ☐

If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

Name:	Relationship:
-------	---------------

If you canvass any Member, Committee or employee of the Council about your application, you will be disqualified. This does not stop a Member or employee giving a written reference about you.

7. CERTIFICATION / DECLARATION

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

Signed:

Date:

Providing false information is an offence and could result in:-

- the application being rejected;
- Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, CRB if relevant to post and Asylum & Immigration checks.

If you require further information, please contact the Directorate on the telephone number provided in attached documentation.

We must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998.

We should like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview.

Identifying No:

TO BE DETACHED PRIOR TO SHORTLISTING

8. EQUAL OPPORTUNITIES AND MONITORING

Warrington Borough Council is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age, sexual orientation, religion or belief.

We need to carry out diversity monitoring in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help us to do this by completing this section of the form.

The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.

1. Post applied for	
2. Directorate / Unit	

3. How would you describe your ethnic origin? (please tick)		
(A) White	British	☐
	Irish	☐
	Any other White background	☐
(B) Mixed	White & Black Caribbean	☐
	White & Black African	☐
	White & Asian	☐
	Any other mixed background	☐
(C) Asian or Asian British	Indian	☐
	Pakistani	☐
	Bangladeshi	☐
	Any other Asian background	☐
(D) Black or Black British	Caribbean	☐
	African	☐
	Any other black background	☐
(E) Chinese or other ethnic group	Chinese	☐
	Other	☐

4. Are you:	Male ☐	Female ☐
--------------------	-------------------------------	---------------------------------

Identifying No:

5. Do you have a disability in accordance with the definition under the Disability Discrimination Act?

The definition in the Act is 'People who have, or have had 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 ☐

6. Are you currently employed?

Yes ☐
No ☐

7. Date of birth dd/mm/yyyy

8. What is your religion?

Not prepared to say	☐
Christian	☐
Muslim	☐
Hindu	☐
Jewish	☐
Sikh	☐
Buddhist	☐
Other	☐
None	☐

9. RECRUITMENT MONITORING

Please indicate where you first saw or heard about the advertisement for this vacancy.

INTERNET	☐	VACANCY BULLETIN	☐	LOCAL PRESS	☐	NATIONAL PRESS	☐
JOBCENTRE PLUS	☐	OTHER	☐	Please state where			

Identifying No:

--

PART TWO

10. VACANCY DETAILS (to be completed by WBC)

Application for the post of	
Directorate / Unit:	Advert Ref No.:
Interview Date / Time:	
Interview Availability:	

NOTE TO APPLICANT : In meeting our commitment to equal opportunities the decision to shortlist you for interview will only be based on the information you enter onto the following pages of your application.

11. DISABILITY AND REASONABLE ADJUSTMENTS

By answering the following questions, you will assist the Council to comply with its obligations arising from the Disability Discrimination Act 1995(as amended by DDA 2005). You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Council will guarantee you an interview.

DISABILITY DEFINITION (DDA 1995 as amended by AS AMENDED BY DDA 2005)

"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"

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes ☐ No ☐
(regardless of whether or not it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

12. INTERVIEW ATTENDANCE

Please indicate any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates.

Identifying No:

13. EDUCATION ATTAINMENTS

Education, training and professional qualifications

FROM (Month & Year)	TO	Full Name and Address of School / College / University / Institution	Qualifications	
			Gained (with grades)	For which you are studying

PROFESSIONAL BODIES

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

Please note that you will be required to produce evidence of qualifications attained.

14. DRIVING LICENCE DETAILS

Do you hold a full current licence?	Yes ☐ No ☐		
If yes, what type of licence: -	Private / Light Goods ☐	HGV ☐	CLASS ☐
Other			

Identifying No:

--

15. CURRENT EMPLOYMENT DETAILS

Title of present/most recent job:		
Name & address of employer:	Date appointed:	Date left if applicable:
	Current salary or at time of leaving:	
	Permanent or Temporary:	
Tel No.	Reason for leaving if already left:	

16. FULL OCCUPATIONAL HISTORY

Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.

Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY. (Continue on a separate sheet if necessary)**

Type of experience/Post title (paid or unpaid) and reason for leaving	Name & Address of Employer	Dates	
		From	To

Identifying No:

17. WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed

A Curriculum Vitae must not be submitted in place of any information required on this form.

You may, however, wish to submit supplementary evidence to your application form by attaching a maximum of 2 sides of A4 paper.

Please explain how you meet the requirements outlined in the Person Specification. You should give examples from previous paid, unpaid or voluntary experience.