

# application form

CONFIDENTIAL WHEN COMPLETE



**Directorate**

**Job Title**

**Job Reference**

**Form Serial number**

**Applicants name**

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying the form. Please do not send any curriculum vitae or testimonials unless asked to do so.

If you would like a copy of the form in large print, Braille, on audiotape or in Word computer format please contact the person named on the accompanying details.

Please return your completed form no later than the closing date to the address shown below. Late applications may not be considered.

A large, empty rectangular box with a black border, intended for the applicant to provide their return address.

## 1 Personal Details

Surname/Family  
Name:

Preferred form of  
address e.g.  
Mr. Mrs. etc.

Forename(s)

Date of Birth:

Home  
Telephone:

Mobile  
Telephone:

E-Mail:

NI Number:

Address:

Postcode:

### Two Ticks



Under the 'Two Ticks' Scheme the Governing Body undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.

For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Do you consider that you would qualify for an interview under the Scheme

☐

YES

☐

NO

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:

### Canvassing and relationships

If you are related to or have a close personal relationship with an elected Member or an employee of the Council please state their name and relationship to you.

***Canvassing may lead to disqualification for appointment***

## 2 Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken which are relevant to this post

Name of School/College/ University attended	From-To	Qualifications including grades	Date obtained
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### 1 Schools (after age 11)

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### 2 Further or higher education (Full and Part-time)

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### 3 Professional or other courses including training courses attended, NVQs etc.

	Duration	Name of any qualification awarded and date

### 4 Current membership of professional organisations

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### 5 Driving Qualifications

Do you hold a current, valid full driving licence?  
Please describe eg Car/LGV/PCV

Yes ☐ No ☐

Do you own a car?

Yes ☐ No ☐

Do you have access to one?

Yes ☐ No ☐

*Please include any previous experience either paid, unpaid or voluntary starting with the most recent*

### 3a Current

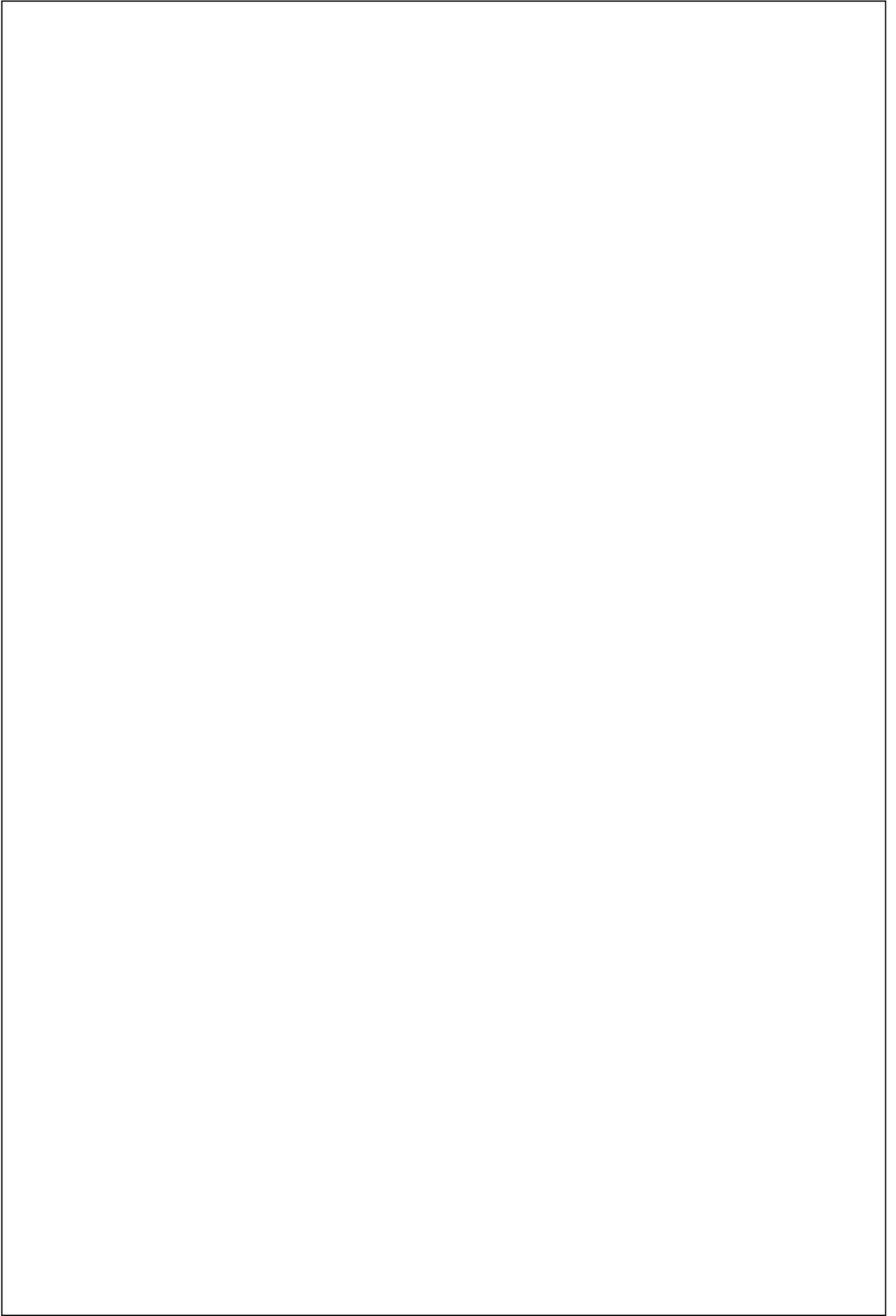
Employer's name and address including work base address if different	Position Held	Present Salary	Date Finished (if appropriate)	Period of Notice
	Duties			

### 3b Previous

Employer/Organisations (most recent first)	Position held and brief description of duties/responsibilities	Dates Months/Year From - To		Reasons for leaving and final salary

## 4 Additional Information

Please explain how your skills, abilities , experience and achievements to date(including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.



## 5 Convictions/Disqualifications

Please give details and dates of any criminal convictions or driving offences.

### EXPLANATORY NOTE

As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The County Council will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.

If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) for information regarding filtering of convictions.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.

Please give details and dates of any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences (or alternatively state "none" if that is the case):

## 6 References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job.

Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Telephone number:	<input type="text"/>	Telephone number:	<input type="text"/>
Email address:	<input type="text"/>	Email address:	<input type="text"/>
Relationship to you e.g. Manager, colleague etc:	<input type="text"/>	Relationship to you e.g. Manager, colleague etc:	<input type="text"/>
Do you wish to be consulted before this referee is approached	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to be consulted before this referee is approached	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 7 Declaration

I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

I also consent to the council recording and processing the information detailed in this application form. I understand that this information may be used by the Council in pursuance of its business purposes and my consent is conditional upon the Council complying with their obligations under the Data Protection Act 1998.

Signature:

Date:



## Equal Opportunities Monitoring Form

Worcestershire County Council is committed to the elimination of all forms of unjustifiable discrimination. The County Council will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the County Council to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below

**This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.**

### Please tick as appropriate:

#### 1. Which of the following do you consider to be your ethnic origin?

(tick only one box), see below for explanatory notes.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> White British (AWB)                              | <input type="checkbox"/> White and Black Caribbean (BWBC) | <input type="checkbox"/> Indian (CIN)      |
| <input type="checkbox"/> White Irish (AWI)                                | <input type="checkbox"/> White and Black African (BWBA)   | <input type="checkbox"/> Pakistani (CP)    |
| <input type="checkbox"/> White Other (AWO)                                | <input type="checkbox"/> White and Asian (BWA)            | <input type="checkbox"/> Bangladeshi (CB)  |
| <input type="checkbox"/> Chinese (ECH)                                    | <input type="checkbox"/> Mixed Other (BMO)                | <input type="checkbox"/> Asian Other (CAO) |
| <input type="checkbox"/> Caribbean (DBC)                                  | <input type="checkbox"/> African (DBA)                    | <input type="checkbox"/> Black Other (DBO) |
| <input type="checkbox"/> Other Ethnic Group (EOE) (Please describe) ..... |   |  |

#### 2. Are you

☐ Male

☐ Female

#### 3. Do you have a disability?

☐ Yes

☐ No

#### 4. Please tick the age band currently applicable to you

- |                                      |                                    |                                     |                                    |                                   |                                      |
|--------------------------------------|------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> i. up to 19 | <input type="checkbox"/> ii. 20-29 | <input type="checkbox"/> iii. 30-39 | <input type="checkbox"/> iv. 40-49 | <input type="checkbox"/> v. 50-65 | <input type="checkbox"/> vi. Over 65 |
|--------------------------------------|------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|--------------------------------------|

### Where did you see this post advertised?

## Monitoring Form Explanatory Notes

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.

Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the 'other ethnic group' box and give details in the space provided above.

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