



Ref No:

**WEYMOUTH & PORTLAND**  
*Borough Council*

**APPLICATION FOR EMPLOYMENT**

<b>POST APPLIED FOR:</b>		
<b>1. PERSONAL DETAILS</b>		
Surname	First Name (s)	
Preferred Title: Mr/Mrs/Miss/Ms		
Address:		
Telephone No: Home	Mobile	Work
E-mail:	May we contact you at your place of work? YES/NO	
NI number:		

<b>2. EDUCATION AND TRAINING</b> (Starting with the most recent first)				
Schools/College/ University Attended	Subjects	From	To	Qualifications/ Grades Obtained

<b>PROFESSIONAL QUALIFICATIONS</b>	
Professional Body	
Level of Membership	
Date of Registration	By Examination or Election?



**5. RELEVANT EXPERIENCE**

**Please use this section to explain your skills, abilities and knowledge that would make you a suitable candidate for the post, including any significant achievements in your career to date. In completing this section please refer to the requirements in the job description and person specification. You are welcome to include examples of voluntary/unpaid work which you feel will support your application. Continue on a separate sheet if necessary.**

---

<b>6. REFERENCES:</b> Please provide two referees. One of these must be your present or most recent employer. The second should preferably be a previous employer or someone who can comment on your suitability for this job ( <b>Personal references will not be considered</b> ).		
<b>Reference 1</b>		
Name	Relationship	
Address		
Telephone No	Post Code	
	May we contact prior to interview	<b>Yes/No</b>
<b>Reference 2</b>		
Name	Relationship	
Address		
Telephone No	Post Code	
	May we contact prior to interview	<b>Yes/No</b>
<b>7. DECLARATIONS</b>		
Do you have a full current driving licence?	Yes/No/Provisional	
Do you have a car available for your use at work?	Yes/No	
Do you require a work permit?	Yes/No	
<b>Have you been convicted of a criminal offence?</b>		<b>Yes/No</b>
If yes, you are required to disclose brief details on a separate sheet, giving the nature of the offence, date of conviction and sentence passed. You may disregard convictions, which are 'spent' under the provisions of the Rehabilitation of Offenders Act, 1974. Failure to do so could result in dismissal or disciplinary action. Any information will be treated in the strictest confidence.		
<b>Canvassing Members of this Council, directly or indirectly, in connection with this appointment shall automatically disqualify the application</b>		
<i>I understand that any offer of employment will be subject to the information given on this form being correct and any appointment may be subject to a satisfactory medical report, references and Asylum &amp; Immigration documentation. If my employment involves working with children under the age of 18 or vulnerable adults, a Criminal Records Bureau check will be required. I understand that the data on this application form will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members of the Council who require my information for legitimate business purposes.</i>		
<b>Signature:</b>		<b>Date:</b>

Return the completed application form to:

The Personnel Services Manager  
Weymouth & Portland Borough Council  
Council Offices, North Quay  
Weymouth, Dorset DT4 8TA

Or you may e-mail the application form to:

[Personnel@weymouth.gov.uk](mailto:Personnel@weymouth.gov.uk)



## EQUAL OPPORTUNITIES

Weymouth & Portland Borough Council is an Equal Opportunities Employer and is committed to equal opportunities. In order to ensure that employees are treated fairly and in a non-discriminatory manner, all applicants are asked to provide the following information. This information will be detached from the main part of the application form, so that selection for the interview is based entirely on job related criteria and will not be unfairly influenced by any other consideration such as ethnic origin, age, religion, gender, marital status, sexual orientation or disability. If you do not wish to provide information in any of the categories you are not required to do so.

**Position applied for:**

**Where did you see the vacancy advertised?**

Surname

First Names

Preferred Title

Home Telephone No

Work Telephone No

Home Address

Mobile Telephone No

Post Code

**Sex:** Male/Female (delete as appropriate)

**Date of Birth** \_\_\_/\_\_\_/\_\_\_

**Sexual Orientation:** (mark as appropriate)

Heterosexual

Bisexual

Lesbian

Gay Man

**Religion:** (mark as appropriate)

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No religion

Other

### ETHNIC ORIGIN

**1 WHITE** (Mark as appropriate)

British

Irish

Other White background


**4 MIXED** (Mark as appropriate)

White and Black Caribbean

White and Black African

White and Asian

Other Mixed background


**2 ASIAN OR ASIAN BRITISH** (Mark as appropriate)

Indian

Pakistani

Bangladeshi

Other Asian background


**5 BLACK OR BLACK BRITISH** (Mark as appropriate)

Caribbean

African

Other Black background


**3 CHINESE OR OTHER ETHNIC GROUP** (Mark as appropriate)

Chinese

Other background


## DISABILITY

Do you consider yourself to have a disability i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out day-to-day activities? Long term is defined as lasting at least 12 months.

Do you have a disability?      Yes                          No   

If you have answered yes to the above, please give details: (delete as appropriate)

Hearing impairment	Yes/No	Reduced physical capacity	Yes/No
Sensory impairment	Yes/No	Severe disfigurement	Yes/No
Speech or language impairment	Yes/No	Learning difficulties/disabilities	Yes/No
Mobility impairment	Yes/No	Mental illness	Yes/No
Physical co-ordination difficulty	Yes/No	Other (describe below)	Yes/No

## INTERVIEW ARRANGEMENTS/SPECIAL ARRANGEMENTS

If you are disabled please indicate any requirements that we would need to address either for the selection interview or, if you are appointed, for your work in the post.

### DATA PROTECTION ACT 1998

In accordance with the above Act, I hereby consent to relevant personal information being disclosed to the Council for the purpose of processing my job application.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Dated \_\_\_\_\_