

Application form for **employment**

Ref No.

Position applied for:

Home address

Postcode

Do you wish to be considered under the 2 ticks scheme?*

Yes No

If yes, please provide further information on the Equality and diversity form.



* If an employer uses this symbol, it means they are positive about employing disabled people. Further information is available by visiting the job vacancies section and clicking on the 2 ticks symbol.

Last name

First name/s

Title

Known as

Telephone number/s

Home

Work

Mobile

Email

May we contact you at work? Yes No

National Insurance Number

Education and training. Please start with the most recent.

Schools/college/university

Subjects

From

To

Qualifications/
Grades obtained

Professional memberships/associations

Name of professional body

Level of membership

Date of registration:

By examination or election

Other relevant training courses, with dates

Present (or most recent) employment

Employer's name

Employer's address

Reason for leaving (if applicable)

Job Title

Date appointed

Period of notice

Current salary (£)

Date left

Please give a brief description of your main duties and responsibilities

Previous employment history Starting with the most recent, please give details of your previous paid or unpaid work including any periods of unemployment. Continue on a separate sheet if necessary.

| Post held | Employer & location | From | To | Salary | Reason for leaving |
|-----------|---------------------|------|----|--------|--------------------|
| | | | | | |

Relevant experience

Please use this section to explain your skills, abilities and knowledge that would make you a suitable candidate for this 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.

References:

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. (Personal references will not be considered).

Reference 1

Name

Address

Postcode

Relationship

Telephone number

Email address

May we contact referee prior to interview? Yes No

Reference 2

Name

Address

Postcode

Relationship

Telephone number

Email address

May we contact referee prior to interview? Yes No

Declarations

Do you have a current driving licence? Yes No Provisional

Do you have a car available for use at work? Yes No Do you require a work permit? Yes No

If you have ever been charged with or convicted of a criminal offence, and you are applying for a position that involves working in a position of trust, you are required to disclose brief details on a separate sheet, giving the nature of the offence, date of conviction and sentence passed.

The Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974 sets out those occupations and positions exempt from the provisions of the ROA. These are generally positions of trust, where there is a valid need to see a person's full criminal history in order to assess their suitability for a position. This information is intended as general guidance only. It must not be regarded as a definitive interpretation of the Act. Anyone requesting further guidance should seek legal advice.

Canvassing Members of this Council, directly or indirectly, in connection with this appointment shall automatically disqualify the application.

I understand that an 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 & Immigration clearance. If my employment involves working in a position of trust 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 on to other members of the Council who require my information for legitimate business purposes.

Signature

Date

Return the completed application form to: **The Human Resources Manager, Weymouth & Portland Borough Council, Council Offices, North Quay, Weymouth, DT4 8TA**, or you may e-mail the application form to: humanresources@weymouth.gov.uk

If you need this information in large print, Braille, in audio format, another language or would like to talk to a member of staff to discuss your needs, please contact us on:

01305 838000



Dokument ten jest życzenie udostępniany także w innych wersjach językowych, w dużym druku lub formacie audio

Equality and Diversity

Weymouth & Portland Borough Council is committed to improving our policies and services, making sure that everybody is treated fairly and in a non discriminatory manner. We are also committed to employing a diverse workforce that is representative of the local community. So that we can do this we would be grateful if you could answer the questions in this monitoring form. 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 there is no risk of your application being judged unfairly. The data collected will be held in strict confidence. If you do not wish to provide information in any of the categories you may choose the "prefer not to say option".

Position applied for:

Where did you see the vacancy advertised?

Last name

First name/s

Title

Home Address

Telephone Number/s

Home

Work

Mobile

Post Code:

Sex

Male Female Prefer not to say

Date of birth

Is your gender identity the same as the gender you were assigned at birth?

Yes No Prefer not to say

Age Group

under 25 25-39 40-49 50-59 over 60 Prefer not to say

Sexual orientation

Heterosexual Bisexual Lesbian Gay man Prefer not to say

Religion

Christian Buddhist Hindu Jewish Muslim Sikh

No religion Other Prefer not to say

Race:

White:

British
Irish
European, please specify
Roman/Gypsy
Traveller of Irish Heritage
Other, please specify

Asian or Asian British:

Indian
Pakistani
Bangladeshi
Other Asian
Traveller of Irish Heritage
Other Asian, please specify

Chinese or other Ethnic group:

Chinese
Other, please specify
Prefer not to say:

Mixed:

White/Black Caribbean
White/Black African
White/Asian
Other Mixed, please specify

Black or Black British:

Caribbean
African
Other Black
Please specify

Disability:

If you wish your application to be considered under the 2 ticks scheme,* please complete the following:

Do you have a disability? Yes No

If Yes, please tick below which disability or disabilities affect you

| | | | |
|---------------------|--------------------------|--|--------------------------|
| Wheelchair user | <input type="checkbox"/> | Progressive illness (cancer, MS, HIV, etc) | <input type="checkbox"/> |
| Visual impairment | <input type="checkbox"/> | Speech impairment | <input type="checkbox"/> |
| Mental illness | <input type="checkbox"/> | Facial or other disfigurement | <input type="checkbox"/> |
| Learning disability | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

Other, please give details:



* If an employer uses this symbol, it means they are positive about employing disabled people.

Interview arrangements/reasonable adjustments:

Please indicate any reasonable adjustments which may be necessary for the selection and interview process or, if you are appointed to this position.

Any false declaration of disability to obtain an interview may subsequently invalidate any offers made.

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

Date

Name

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01305 838000



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