

# APPLICATION FOR EMPLOYMENT

Please return your completed form to the recruiting school.

If you have not received an invitation to the next stage of the recruitment process within 6 weeks of the closing date, please assume you have not been successful on this occasion. Feedback on your application can be provided upon request.

If you print this form, please complete all sections in **BLACK INK**. The form must be completed in full.

<b>APPLICATION FOR THE POST OF:</b> <input type="text"/>
<b>TEAM &amp; LOCATION:</b> <input type="text"/>
<b>DIRECTORATE:</b> <input type="text"/>
<b>REHABILITATION OF OFFENDERS ACT</b> ( <i>Tick as appropriate</i> ) <b>EXEMPT</b> <input type="checkbox"/> <b>NON EXEMPT</b> <input type="checkbox"/>

## PERSONAL DETAILS

Surname:	
Title (Mr/Mrs/Miss/Ms/Other):	
First Names	
Preferred Name:	
Full Postal Address:	
Date of Birth:	
National Insurance Number:	
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	

To the best of my knowledge and belief, the statements I have made on this application form are true and can be checked and proven.

Signed:

Date:

Title of post for which you are applying

## EDUCATION

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Please start with your most recent.

School/College/University	From (MM/YY)	To (MM/YY)	Qualifications (Subject & Grade)

## PROFESSIONAL QUALIFICATIONS & TRAINING

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Please start with your most recent.

Qualification / Course Title (including Level)	Awarding Body / Provider	Date Awarded	Membership / Ref / N <sup>o</sup> where applicable e.g. DfES



In the section below please give a brief description of your duties and responsibilities in your current / most recent job (please use bullet points):

## ADDITIONAL QUESTIONS

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Do you need a work permit to work in the UK? YES  NO

Do you hold a current Driving Licence? YES  NO

What level? Provisional  Full  PSV  LGV  Motorbike

Do you have access to a car and can it be used for Council business when required?  
YES  NO

If the job for which you have applied involves driving, please advise if you have any current driving endorsements / penalty points / convictions? Please give details:

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Where did you see this job advertised?

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What notice do you need to give your current employer? .

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## REFERENCES

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Please provide the details of two referees. One should be your current / most recent employer and **must not be a family member**. References will only be requested from successful applicants.

### REFEREE 1

Name:	
Relationship to Applicant: e.g. Manager, Character referee:	
Job Title:	
Organisation:	
Address:	
Email:	
Phone Number:	

### REFEREE 2

Name:	
Relationship to Applicant: e.g. Manager, Character referee:	
Job Title:	
Organisation:	
Address:	
Email:	
Phone Number:	

## MISCELLANEOUS

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Are you related to any Elected Member or Senior Officer of Caerphilly County Borough Council?

YES  NO

If YES, please provide the name of the Elected Member or Senior Officer.

For vacancies in schools, are you related to a member of the School Governing Body where the post is based? YES  NO

If YES, please provide the name of the Governor.

A candidate who does not disclose such a relationship or gives false information will be disqualified and, if appointed, will be subject to disciplinary action that may lead to dismissal. All appointments to the Council are made on the basis of merit. Canvassing of Councillors, Governors and Officers is prohibited and will disqualify a candidate.

## DATA PROTECTION

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I am aware that the sensitive personal information contained on this application form will be stored on the Council's database for Human Resources and Payroll purposes and give my consent to the information being held and used in this way. The Council is under a duty to protect the public funds it administers. From time to time it may use information provided to it for the prevention and detection of fraud and share it with other bodies administering public funds solely for these purposes.

I give my consent to a Disclosure and Barring Service check, if it is relevant to the post.

YES  NO

The Council will release basic details of new starters to its recognised Trade Unions and whilst there is no obligation to join, I give my consent to information being given.

YES  NO

## **REHABILITATION OF OFFENDERS**

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If you have been convicted of any offence you must disclose it unless it is considered 'spent' under the Rehabilitation of Offenders Act 1974. Details of the rehabilitation periods (under this Act) are given in the Notes of Guidance for Applicants.

However, posts which have substantial access to children or provide health care, personal care or social work to adults, are classed as 'Exempt' from the Rehabilitation of Offenders Act 1974. Therefore if you are applying for a post which is 'Exempt' (See page 1 or the advertisement to see whether this post is classed as exempt or non-exempt) you **MUST** disclose ALL convictions, bind over orders, cautions or charges pending that you have received. All successful applicants for posts that are exempt from the Rehabilitation of Offenders Act 1974, will subsequently be asked to apply for a disclosure from the Disclosure and Barring Service.

In the event of employment, any failure to disclose details of convictions, bind over orders, cautions or charges pending could result in disciplinary action or dismissal, pending an investigation. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. Suitability will be considered in the light of all available information.

Do you have any convictions, cautions, bind over orders or charges pending?

YES  NO

If YES please give details:

<b>Type of Offence</b>	<b>Date</b>	<b>Outcome</b>

Please see **Notes of Guidance for Applicants** for information on rehabilitation periods.

I certify that this is a true and accurate record.

Signed:

Date:

## RECRUITMENT EQUALITIES MONITORING FORM

Please tick all boxes that apply or leave blank if unwilling to declare.

We are fully committed to equality of opportunity. In order to monitor the effectiveness of our policy, we would be grateful if you could answer the following questions. This information is confidential and used solely for monitoring purposes and is separated from your application form before shortlisting.

**ARE YOU:** Male  Female  Transgender   
**AGE:** 16-25  26-39  40-49  50-65  66+   
**SEXUAL ORIENTATION:** Heterosexual  Gay  Lesbian  Bisexual  Other

### MARITAL STATUS

Single  Married  Separated  Divorced  Civil Partnership  Widowed  Living With Partner  Surviving Civil Partnership  Dissolved Civil Partnership

### DISABILITY

I am Disabled  I am not Disabled

Please state the nature of the disability

Are there any arrangements you need the Council to make if you were to be interviewed?

### NATIONAL IDENTITY

#### White

British  English  Northern Irish  Scottish  Welsh

Other (please state):

### ETHNIC ORIGIN

#### White

British (includes Welsh, English, Scottish & Northern Irish)  Irish

Gypsy or Irish Traveller

Other White Background (please state):

#### Mixed/Multiple

White and Black Caribbean  White and Black African  White and Asian  Other Mixed Background (please state):

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese

Other Asian Background (please state):

#### Black/African/Caribbean/Black British

Caribbean  African

Other Black Background (please state):

#### Other Ethnic Group

Arab  Any Other Ethnic Background (please state):

### RELIGION OR BELIEF

Christian (All Denominations)  Buddhist  Hindu  Jewish  Muslim

Sikh  No Religion  Other (please state):

## **ABOUT YOU**

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Please use this section to tell us about your relevant skills, knowledge and experience to support your application. You may like to include information on paid work, voluntary work, hobbies and interests.

Please refer to the advert, job description and person specification when completing this section. Look especially at the essential and desirable criteria and the competencies required for the job and let us know how you meet that criteria, giving examples.