

# Job Application Form

**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in Human Resources. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

## Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Cheshire West & Chester in accordance with the Act.

## For internal candidates only

Are you on the Redeployment Recruitment List ?                      Yes                         No  

## Title of job applied for

Title of job applied for:

Ref:

## Personal Details

Mr/Mrs/Miss/Ms/Dr

First Names:

Known as:

Surname:

NI Number:

Previous Surname(s):

Address:

Post Code:

## Telephone Numbers

Home:

Work:

Mobile:

E-mail address:

May we contact you at work?                      Yes                         No  

How can we contact you?                      Telephone / E-mail / Mobile

**Where did you first see the advertisement for this job? If a newspaper, please state which one.**

## References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. Note –Council Recruitment Policy requires references to be provided by current line managers for internal candidates. Please nominate who that is under present/most recent employer.

**Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.**

Present/most recent employer\*

Previous employer/other

Organisation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Role in Organisation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred method of communication:

Letter  E-mail

Letter  E-mail

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 reference is given on a personal basis

• Colleague/former colleague or manager but the reference is given on a personal basis

• Personal

• Personal

If the referee knows you by a different name please state: \_\_\_\_\_

\* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, if this job is working within Children's Social Care all references will be taken up prior to interview.

Please do not contact my present/most recent employer

# Job Application Form

CVs will only be accepted in place of pages 3, 4, 5 and 6 if the information requested in these sections is covered. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.

Title of job applied for:	Ref:
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**Name:**

<b>Current/Most Recent Appointment</b>	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

<b>Main Responsibilities</b>

<b>Job related training</b>
Brief details and dates of any training courses attended, excluding further education.

<b>Current memberships of institutions/professional bodies</b>
Please state level of membership, i.e. Graduate, Fellow, and membership number.

**Employment History**

(Most recent first)

Name of Employer, type of  
Business and job title

Dates

Duties and reason for leaving

**Relationship to Councillors or employees**

If you have any personal relationship to any employee of Cheshire West & Chester, or to a Cheshire Councillor, please give their name and relationship. This does not stop a Councillor or employee giving a reference. (Any approach to Councillors or other employees to influence a selection decision will disqualify you).

If Councillor: Name \_\_\_\_\_ Relationship \_\_\_\_\_

If Employee: Name  
Relationship  
Work location  
Their present job

**Education and training**

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

**Other Information**

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence?    Yes       No  

If yes, please state type of licence \_\_\_\_\_

Does your licence have any endorsements or penalty points?    Yes       No  

If yes, please give details \_\_\_\_\_

## **Supporting Information**

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet.

**Activities and interests away from work which may be relevant to the job applied for.**

## DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

**The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**

**Gender:** Male  Female

**Marital Status:** Married  Civil Partnership  Single

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

Please indicate your ethnic origin

**White:**

White British   
White Irish   
Any other White

**Mixed:**

Mixed White/Black Caribbean   
Mixed White/Black African   
Mixed White/Asian   
Other Mixed

**Asian**

Indian   
Pakistani   
Bangladeshi   
Other Asian

**Black or Black British:**

Black Caribbean   
Black African   
Other Black

**Other:**

Chinese   
Gypsy/Traveller   
Other

**Nationality ( Please State)**

How would you define your sexual orientation?

Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say

What is your religious belief?

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

No religion  Other (please specify) \_\_\_\_\_ Prefer not to say

**Disability:** The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

**Do you consider yourself to have a disability?** Yes  No



**Have you any unspent convictions? If so please give details.**

If between the completion of this application form and taking up a job with the Council you are convicted of a criminal offence you must inform the Council of this.

**The Rehabilitation of Offenders Act** (only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form)

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

**Do you have any spent criminal convictions?** Yes  No

If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied.

**Criminal Record Bureau**

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

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Criminal Records Bureau Code of Practice is available on request.  
Further information about the Disclosure process can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

**Signed**

**Date**

**Cheshire West & Chester has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.**