|  |  |
| --- | --- |
|  | **M05(S)****Employment Application** |

**Please complete ALL sections of the form**

|  |  |
| --- | --- |
| **Job Title applied for:**  |       |
| **In the department of:**  |  |
| **Post Number/Job Reference:**  |       | **Closing date:**  |       |
|  |
| **A1. Personal details**  |  |
| Name:  |       |
| Address: |       |
|  |       |
|  |       | Post Code: |       |
| Telephone Numbers: | - Daytime: |       |
|  | - Evening: |       |
|  | - Mobile: |       |
| Email address: |       |
| National Insurance Number: |       |
|  |
| **A2. Present or Most Recent Employer / Employment** |
| Name: |       | Period From:  |       *(state month/year)* |
| Address: |       | Period To:  |       *(state month/year)* |
|  |       | Name of Supervisor: |       |
|  |       | Telephone Number: |       |
|  |       | Basic salary: |       |
| Post Code: |       | Notice period:  |       |
| Nature of business: |       |
| Position held & nature of responsibilities: |       |
| Reason for leaving: |       |

|  |
| --- |
| **A3. Previous employment (in date order, starting with most recent)**  |
| **Please state all employment and account for any gaps***.* *Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.*  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title;Name of Employer andType of Business: | From | To | Brief summary of duties and reason for leaving (if applicable): |
|  | (state month & year) |  |
|                   |       |       |             |
|                   |       |       |             |
|                  |       |       |             |
|                   |       |       |             |
|                   |       |       |             |
|                   |       |       |             |
|                  |       |       |             |
|                   |       |       |             |
|                   |       |       |             |
|                   |       |       |             |
| **A4. Essential and desirable criteria – see enclosed employee specification (M23)**  |

|  |
| --- |
| *The employee specification which was enclosed with this application form gives details of the* ***essential*** *and* ***desirable*** *attributes of our ideal candidate. Please use this opportunity to state clearly how you meet* ***each*** *of the criteria set out in the employee specification.* |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **A5. Your reasons for applying for this post:** |
| *Please use this space to tell us about your reasons for applying for this post.* |
|  |
|  |
| **A6. Reference details** |
| *Please give the names and addresses of two people who would be willing to provide a reference concerning your application.* ***One*** *of the referees* ***must be*** *your current/last employer who will be asked specifically about your attendance record.* |
| Name: |       | Name: |       |
| Address: |       | Address: |       |
|  |       |  |       |
|  |       |  |       |
| Post Code: |        | Post Code: |        |
| Email: |       | Email: |       |
| Daytime contact number: |       | Daytime contact number: |       |
| Is this person your present or previous employer?  | [ ]  Yes [ ]  No | Is this person your present or previous employer?  | [ ]  Yes [ ]  No |
| If you answered ‘no’ to the above question, in what capacity does the referee know you?       | If you answered ‘no’ to the above question, in what capacity does the referee know you?       |
| ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** |
| [ ]  Yes  | [ ]  No | [ ]  Yes  | [ ]  No |
|  |
| **A7. Relationship to existing council employees or councillors** |
| *If you have any personal relationship to any Wirral Councillor, member of a committee of the council or employee of the council, please give their name and relationship. Any approach to Councillors or other employees to influence a selection decision will disqualify you. This does not stop a Councillor or employee giving a reference* |
|  |

|  |
| --- |
| **A8. Education** |
| *Please tell us about your education, beginning with the most recent.* |
| Date From | Date To | Name of School, College or University |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|  |
| **A9. Educational and professional qualifications**  |
| *You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the employee specification (M23). You may include relevant training courses and membership of professional bodies.* |
| Type of Qualification & Level e.g. GCSE ‘O’ level | Full Title of Subject Taken & Title of Examining Board | Grade or Mark |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

|  |
| --- |
| **A10. Your availability**  |
| *Please tell us when you are* ***not*** *available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.* |
|       |
|  |
| A11. Driving or car ownership status |
|  *If the job for which you are applying requires you to drive or carries an Essential Car User allowance please answer the following questions.*  |
| Are you a vehicle owner? | [ ]  Yes | [ ]  No |
| Do you hold a full clean current licence? | [ ]  Yes | [ ]  No |
| If No, please give details of any penalties or endorsements       |
| Please state any other type of licence you hold (e.g. HGV) |       |
|  |
| **A12. Declaration**  |
| *The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document.* |
| Signature: | Date:       |

|  |
| --- |
| **For office use only** |
| EO Interview | [ ]  Yes  | [ ]  No |
| Shortlist | [ ]  Yes | [ ]  No |
| Reference one | [ ]  Requested  | [ ]  Returned |
| Reference two  | [ ]  Requested  | [ ]  Returned |
| Medical check | [ ]  Requested | [ ]  Returned |
| CRB check | [ ]  Standard | [ ]  Enhanced | [ ]  Requested | [ ]  Returned |

|  |
| --- |
| **Section B –Monitoring of Equality & Diversity** |
| Wirral Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. **Why do I need to complete Equality & Diversity Questions?**The Council has a legal duty to promote equality. This duty applies to everything the Council does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page. **What happens to the Equality & Diversity information?**All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting to Committee and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record on the Council’s Human Resources system and used for the purpose of statistical reports in relation to equality and performance indicators including recruitment. |
| **Title of the job applied for:** |   |
| **Post No/Job Reference No:** |   |
| **Closing Date:** |   |
|  |
| **Please repeat your Personal Details** |
| Title:  | Full Name:  | Marital Status:       |
| **Age** |
| What is your date of birth? |       |
| **Race & Ethnicity** |
| What is your ethnic group? *Please tick the relevant ethnic group. If you are in an ‘Any Other Background’ category please state what it is.* |
| A. White | [ ]  English[ ]  Other British[ ]  Irish[ ]  Any Other White Background\* |
| B. Mixed | [ ]  White & Black-Caribbean [ ]  White & Black-African [ ]  White & Asian [ ]  Any Other Mixed Background\* |
| C. Asian or Asian-British | [ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Chinese[ ]  Any Other Asian Background\* |
| D. Black or Black-British | [ ]  Caribbean[ ]  African[ ]  Any Other Black Background\* |
| E. Other Ethnic Group | [ ]  Arab[ ]  Gypsy/Romany/Irish Traveller[ ]  Any Other Ethnic Group\* |
| F. Do not wish to declare | [ ]  Do not wish to declare |

|  |
| --- |
| **Country of Birth** |
| What is your country of birth?[ ]  England [ ]  Wales[ ]  Scotland [ ]  Northern Ireland[ ]  Republic of Ireland[ ]  Other write in the current name of the country      [ ]  Do not wish to declare |

|  |
| --- |
| **Religion or Belief** |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**[ ]  None[ ]  Christian (including Church of England, Catholic, Protestant & all other denominations)[ ]  Buddhist[ ]  Hindu[ ]  Jewish[ ]  Muslim[ ]  Sikh[ ]  Humanist[ ]  Atheist[ ]  Agnostic[ ]  Pagan[ ]  Any other religion or belief\*[ ]  Do not wish to declare\* |
| **Nationality** |
| What is your nationality? (E.G. English, British, French, Spanish etc) |       |
| [ ]  Do not wish to declare |
| **Sexual Orientation** |
| What is your sexual orientation?[ ]  Heterosexual [ ]  Lesbian or Gay[ ]  Bisexual[ ]  Do not wish to declare |
| **Disability** |
| *The Council takes a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the essential selection criteria. The Disability Discrimination Act 1995, defines disability as “a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out normal day to day activities”.* |
| Do you consider yourself to be a disabled person? [ ]  No[ ]  Do not wish to declare[ ]  Yes |
| If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview or in the workplace:       |

|  |
| --- |
| **Gender** |
| What is your gender?[ ]  Male[ ]  Female |
| **Source of Application :** | \* Please give details |
| *In order to improve the way in which we advertise in future, please tell us how you found out about this vacancy:* |
| [ ]  Job Centre | [ ]  Personal recommendation |
| [ ]  Internal Human Resources Bulletin | [ ]  Newspaper or other publication\*  |
| [ ]  One Stop Shop | [ ]  Internet/Intranet\*  |
| [ ]  Other\* |
| **Confirmation of Declaration** |
| *The details given by me are correct to my knowledge and belief.* |
| Signature:  | Date:       |

|  |
| --- |
| **Section C – Criminal Offences** |
| **Safer Recruitment & Employment Policy Statement****“Wirral Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.”**Whilst the Council supports the rehabilitation of ex-offenders it is committed in the recruitment of all employees to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or to other positions of trust.Therefore certain posts due to the nature of the work being undertaken are subject to a Disclosure and Barring Service Check (DBS).* If the post is subject to a DBS check this will be stated in the job advertisement; to ensure that you declare relevant information please read the Council’s Safer Recruitment & Employment Policy (which is included in the Recruitment Pack or is available to download on [www.wirral.gov.uk](http://www.wirral.gov.uk)).
* All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the Disclosure and Barring Service.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website (a summary of the filtering criteria is enclosed in the Council’s Recruitment Pack).Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. The Council will consider **ALL** applications on their merits, only taking into account convictions considered |
| **Title of the job applied for:** |   |
| **Post No/Job Ref No:** |   | **Closing Date:** |   |
|  |
| **Please repeat your Personal Details** |
| Title:  |   | Full Name:  |   |
| **Declaration of Criminal Offences** |
| **Have you ever been convicted, or received a caution, warning or final reprimand, for an offence that will not be filtered from the Police National Computer (PNC) by the Disclosure & Barring Service (DBS)?** |
| [ ]  No [ ]  Yes  |
| If **Yes please give details:** **[ ]**  |
|  |
| **Confirmation of Declaration** |
| *The details given by me are correct to my knowledge and belief. I understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or any other supporting document.* |
| Signature: | Date: |

|  |
| --- |
| **For HR Office Use only:** |
| *This post requires*  | [ ]  Enhanced | [ ]  Standard  | *DBS Check, or*  | [ ]  None required  |