

# Job Application Form

School:	Please complete the form in <b>black ink</b> or type and return to the Head Teacher at the school (unless otherwise stated in the advertisement)
Post: <span style="float: right;">Closing Date:</span>	

Surname.....	Preferred title (Mr/Mrs/Miss/Ms) <small>Delete as appropriate</small>										
First names.....	National Insurance No:										
Address.....	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
.....	Post code.....										
Home tel no.....	Work tel no.....										
Mobile tel no.....	Email address.....										

Present/Most Recent Employer	Date appointed .....
Job title.....	Salary range .....
Employer .....	Present salary .....
Address .....	Notice period .....
.....	Date of leaving .....
.....	

**Describe the main activities of your present/most recent job**  
(further details can be provided in your supporting information)

**Previous Employment** (most recent first)

Actual dates From To	Employers name and address	Position held and reason for leaving

**Educational/Professional/Vocational qualifications**

Qualifications Eg. GCSE; AS/A2 level; NVQ's; Degree; Professional qualifications	Subjects	Grade	Date Gained

**Membership of Professional Institutions**

(Stage level and date of Membership and whether gained by examination)

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**Job related training** (give details of any training courses attended)

**Candidates with disabilities**

Walsall Council will guarantee an interview for any disabled candidate who meets the criteria for the job. In order to help us fulfil this commitment, if you have a disability please tick

Please tell us about any specific requirements or equipment which may assist you during the interview/selection process.....  
.....

Whilst we would encourage you to complete this section in order that we can meet any specific requirements you may have, completion is optional.

**Other Information:**

Are you currently employed by Walsall Council?  Yes  No  
Are you related to any Councillor or Employee of Walsall Council?  Yes  No  
If yes state the name and relationship, plus the job title and service area if it is a Council employee.

Details of the relationships which you are requested to disclose include:-  
a) Partners b) Co-habitees and c) 'step' relationships d) Friends. This is not an exhaustive list and is intended for guidance purposes only and there may be other relationships you wish to disclose.

**Permission to work in the UK**

Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.

Do you need permission to work in the UK?  Yes  No

For more information on working in the UK please see Walsall's 'Working for Walsall' leaflet.

**Referees** (please provide two)

Present Employer	<input type="checkbox"/> tick box if you require no contact prior to interview	Previous Employer
1. Name.....		2. Name.....
Occupation.....		Occupation.....
Address.....		Address.....
Telephone No.....		Telephone No.....
Email address.....		Email address.....

Please note that one of the referees must be your present/most recent employer.

**Other information**

Do you hold a valid driving licence?..... Yes  No

If yes, please specify type:.....

**Supporting Information**

Using the job description and employee specification as a guide give examples of your abilities and experience gained in paid or voluntary work or leisure activities, which will enable you to carry out the main activities of this job. Continue on a separate sheet if necessary.

**Declaration:**

Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I confirm that the information contained in this application form is correct and that I have not omitted any relevant details.

I understand that canvassing a Councillor or Employee of Walsall Council will disqualify my application.

Signature..... Date.....

## Equal Opportunities Monitoring Form

Walsall Council is committed and working towards equal opportunity in employment.

In order to monitor the progress of our recruitment and selection practices we need from you the personal details asked for on this page.

This personal information will be kept securely in Human Resources and not made available to anyone before or during short listing to ensure that only your abilities, experience and qualifications are considered.

You must use a Walsall Council application form. A Curriculum Vitae will not be accepted, however if you have a disability that means you cannot easily complete an application form then we will accept your application in some other suitable medium, i.e. on audio tape.

### Please tick

**Sex:**       Female     Male

**Date of Birth:** .....

**Age:**       16-18     19-25     26-35     36-45     46-55     56-65

### How would you describe your Ethnic Origin?

**White**     British  
               Irish  
               Irish

**Mixed**     White and Black Caribbean  
               White and Black African  
               White and Asian  
               Other Mixed

**Asian**       Indian  
**or Asian**     Indian  
**British**       Bangladeshi  
                   Other Asian

**Black or**     Black Caribbean  
**Black**       Black African  
**British**       Other Black

**Chinese**     Chinese  
**or Other**     Other Ethnic Group  
**Ethnic**  
**Group**

Under the Equality Act 2010 a person has a disability if they have a physical or mental impairment, which has a substantial and long term effect (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you have such a disability?  Yes  No

### Job Sharing

Do you wish to job share the position you are applying for?

Yes  No

Where did you see the job advertised?  Jobshop Weekly  Walsall Council website  
 WMJobs  Jobcentre  Other

If other, please state which publication/website

How did you request this form:  Internet  SMS  Telephone  Other

If other, please specify.....

### **Data Protection Act 1998/Fair Processing Notice**

The information contained in this application form will be used to monitor the effectiveness of Walsall Council's policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process.

This authority is under a duty to protect the public funds it administers and to this end will use the information you have provided on this form for the prevention and detection of fraud and for updating the Authority's systems and records. We may also share the details with other council services and other bodies responsible for auditing or administering public funds for these and other lawful purposes.

For further information see the 'level 2 – fair processing notice' on the Authority's website:  
[www.walsall.gov.uk/data\\_protection](http://www.walsall.gov.uk/data_protection)

Application forms of unsuccessful candidates will be destroyed after 12 months from the date the post was appointed to.

### **Disclosure & Barring Services & Rehabilitation of Offenders Act Exceptions Order 2001**

Where the post you are applying for requires a Disclosure & Barring Services clearance prior to appointment, you are required to declare both 'spent' and 'unspent' convictions and will be questioned on this at interview.

In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

### **Please remember to:**

1. Check that you have completed all 6 pages of this application form.
2. Sign the declaration on page 5.
3. Return the form on or before the close date to:

**The Head teacher at the school (unless otherwise stated in the advertisement)**