Application Form

CONFIDENTIAL



*WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE*

|  |  |
| --- | --- |
| Please type or complete the application form in DARK INK. This form is also available in alternative formats (e.g. Braille, large print); please telephone the contact number given in the recruitment pack. | |
| VACANCY DETAILS | |
| Post applied for  School | ………………………………………………………………………………………………………...  ……………………………………………………………………………………………………...… |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | | | |
| Surname | | ……………………………………… | First Names …………………………..…. | | | | Title …..……... |
| Home Address …………………………………………………………………………………………………………………. | | | | | | | |
| ………………………….……………………………………………………………… | | | | | | Postcode ………………………… | |
| National Insurance No ………………………………….…………….. | | | | | Date of Birth …………………………………… | | |
| Telephone/Textphone: Home ………………………….…………….. | | | | | Work: …………………………………………… | | |
| Email address ………………………………………………………………………………………..………………………… | | | | | | | |
| Do you wish to jobshare the job you are applying for? | | | | | | Yes  No | |
| Are you related to a Councillor or employee of Trafford Council | | | | | | Yes  No | |
| Name  Position | …………………………………………………..  ………………………………………………….. | | | Relationship to you……………………………………….. | | | |

|  |  |
| --- | --- |
| PRESENT OR MOST RECENT EMPLOYMENT DETAILS | |
| Please give details of your current or most recent employment *(If you have more than one job, please provide details on a separate sheet)* | |
| Name of Employer ……………………………………………………………………………………………………………..  Address ………………………………………………………………………………………………………………………… | |
| ……………………………………………………………… | Postcode …………………………………………………….. |
| Date of appointment ……………………………………... | Post Title …………………………………………………….. |
| Grade ……………………………………………………… | Salary/Wage ………………………………………………… |
| Brief summary of main duties ………………………………………………………………………………………………...  …………………………………………………………………………………………………………………………………… | |
| Date of leaving (if applicable) ………………………...… | Period of notice …………………………………………….. |
| Reason for leaving (if applicable) ……………………………………………………………………………………………. | |

|  |
| --- |
| ADDITIONAL EMPLOYMENT |
| Do you have any employment which will continue if you are appointed? Yes  No  Please provide details if Yes …………………………………………………………………………………………………. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYMENT | | | | | |
| Please list your previous employment starting with the most recent first. **Please note that all time since leaving full time education must be accounted for**, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities. *Please continue on a separate sheet if necessary.* | | | | | |
| Name of Employer | Position held | Grade/Salary | from  M Y | to  M Y | Reason for leaving |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUALIFICATIONS | | | | |
| Please give details of qualifications that you have gained or are currently working towards, which are relevant to the job for which you are applying. | | | | |
| From  M Y | to  M Y | Qualification | Full or part time | Grade |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **TRAINING** | | |
| Please list any course(s) which you have attended which are relevant to the job for which you are applying. | | |
| Date | Course Title | Brief Details |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PROFESSIONAL MEMBERSHIP | | | |
| Professional Body | Type of Membership | Date admitted  M Y | Expiry Date  M Y |
|  |  |  |  |

|  |
| --- |
| SUPPORTING INFORMATION |
| Please give details of relevant skills, knowledge and experience gained in either paid or unpaid work. **It is important that you refer to the person specification and job description before completing this section.** |
|  |

Please continue on a separate sheet if necessary

|  |  |
| --- | --- |
| EARLY OR ILL HEALTH RETIREMENT / VOLUNTARY REDUNDANCY | |
| Have you been granted early or ill health retirement or taken voluntary redundancy from any other Local Government employer? Yes  No | |
| If yes, did you receive any enhancements? | Yes  No |
| If yes, please give the name of the employer ………………………………………………………………………………. | |

|  |
| --- |
| DISCLOSURE OF CRIMINAL BACKGROUND |
| Information requested under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975  Normally under the above act, some criminal convictions do not have to be disclosed after a period of time when they become ‘spent’. This does NOT apply to posts which are involved with vulnerable groups (e.g. children, elderly people etc).  Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the Council considers that the conviction renders you unsuitable.  Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.  Please delete as necessary:-  1) Have you ever been cautioned, or convicted of any criminal offence? Yes  No  If yes, please give details of the caution(s) or conviction(s) and date(s)  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 2) Have you been charged with any offence which has not yet been brought to trial? Yes  No  If yes, give details of the charge and the date of the hearing (if known)  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  If you are ultimately offered the position we will carry out an independent check through the Criminal Records Bureau.  I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.  Signed ………………………………………………………………………….. Date ……………………………………… |

|  |  |  |
| --- | --- | --- |
| REFERENCES | | |
| Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer. Referees should not be a relative or a councillor of Trafford Council. | | |
| Name | …………………………………………….. | Relationship to you …………………………………………….. |
| Address | ……………………………………………………………………………………………………………………… | |
| ………………………………………………………….. | | Telephone No ………………………………………………….. |
| Fax No ………………………………………………… | | Email …………………………………………………………….. |
| Job Title………………………………………………... | | Can we take up a reference at this stage? Yes  No |
| Name | …………………………………………..… | Relationship to you ……………………………..……………... |
| Address | ……………………………………………………………………………………………………………………… | |
| ……………………………………………………..…… | | Telephone No ……………………………………..…………… |
| Fax No ………………………………………………… | | Email …………………………………………………………….. |
| Job Title ……………………………………………….. | | Can we take up a reference at this stage? Yes  No |

|  |
| --- |
| ARRANGEMENTS FOR INTERVIEW |
| If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes  No |
| If YES, please specify, (e.g. sign language interpreter, audio tape, etc.)………………………………………………... |

|  |
| --- |
| DECLARATION |
| *I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.*  (WARNING: \*Any person appointed by the Authority having given false information will be liable to summary dismissal)  Please note that a 6-month probationary period applies to all new entrants to Trafford Council, regardless of previous local government service.  Signed …………………………………………………………………………… Date ……………………………………… |

|  |
| --- |
| DATA PROTECTION ACT 1998 |
| All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, the authority is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record. |

\* Canvassing of Councillors or employees of Trafford Council, directly or indirectly, for any appointment would disqualify your application.