

# Application for Employment



## PART 1 - PERSONAL INFORMATION

**CONFIDENTIAL**

FOR OFFICE USE ONLY

Post Ref No	Applicant No	Date Received

Please complete this form fully using black ink or type and read the Guidance Notes for Applicants document issued with this job application pack before completing the application form.

Post Applied for:

Service:

Job Ref N<sup>o</sup>:

### Section 1.1 Personal Details

Title:  Date of Birth (dd/mm/yy):

Last Name:  First Name:

Previous Names:   
(if applicable)

Address:   
  
Town/City:

Postcode:

Daytime Telephone N<sup>o</sup>:


Evening Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

National Insurance N<sup>o</sup>:

Are you entitled to work in the UK? Yes  No

 Email is our preferred method of communication and candidates will receive all communication via the email address provided. We would advise you to check your emails on a regular basis.



## Section 1.2 References

### First Reference (Employer)

Name:

Position (job title):

Address:

Postcode:

Telephone N<sup>o</sup>:

E-mail address:

May we contact this referee prior to the interview? Yes  No

Employer

Reference Type (tick as appropriate) Academic

Personal/Character

### Second Reference

Name:

Position (job title):

Address:

Postcode:

Telephone N<sup>o</sup>:

E-mail address:

May we contact this referee prior to the interview? Yes  No

Employer

Reference Type (tick as appropriate) Academic

Personal/Character

For posts which have substantial access to children or vulnerable adults, the Council reserves the right to approach any previous employer.

## Section 1.3 Criminal Convictions

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or are you at present the subject of any criminal proceedings or police investigation?

Yes  No

*Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.*

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post

## Section 1.4 Positive about Disabled People

Calderdale Council is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities.

Do you consider yourself to have a disability?      Yes       No

If you have answered yes to the above question, please give details of any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

## Section 1.5 Additional Information

Are you related to a Councillor, Senior Officer in the Council or Governor of the school at which you are applying for employment?

Yes       No

If YES please give name, position and relationship:

**I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.**

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*To be completed for Social Worker positions only:*

GSCC Number

*To be completed for Teacher positions only:*

DCSF Teacher Reference Number

Do you hold Qualified Teacher Status?      Yes       No

Are you registered with the General Teaching Council?      Yes       No

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**Do you currently work for Calderdale Council**

Yes (Internal Applicant)       No (External Applicant)

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**Advertising Media**      Please state where you saw this post advertised

Council Website       Council Job Sheet

Job Centre       Local Press (Halifax Courier)

LG Jobs       National Press

Professional Journal       Other - please state

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## Section 1.6 Declaration

In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm I have read the Guidance Notes for Applicants document and that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.

I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I authorise Calderdale Council to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand canvassing (seeking support from) any Councillor or Senior Officer of Calderdale Council in connection with this appointment or knowingly not disclosing such a relationship will disqualify me.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment. I also agree to this information being used to monitor local employment targets in partnership with Job Centre Plus as part of the Local Employment Partnership.

Signed:

Date:

This marks the end of section 1

## PART 2 EQUAL OPPORTUNITIES MONITORING DATA

### FOR OFFICE USE ONLY

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Application for the post of:

Job Ref N<sup>o</sup>

### Which age category do you fall into?

- |             |                          |             |                          |                  |                          |             |                          |
|-------------|--------------------------|-------------|--------------------------|------------------|--------------------------|-------------|--------------------------|
| 16-19 years | <input type="checkbox"/> | 20-24 years | <input type="checkbox"/> | 25-29 years      | <input type="checkbox"/> | 30-34 years | <input type="checkbox"/> |
| 35-39 years | <input type="checkbox"/> | 40-44 years | <input type="checkbox"/> | 45-49 years      | <input type="checkbox"/> | 50-54 years | <input type="checkbox"/> |
| 55-59 years | <input type="checkbox"/> | 60+ years   | <input type="checkbox"/> | Rather not state | <input type="checkbox"/> |             |                          |

### What is your Ethnic Origin?

Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background.

1. White	2. Mixed	3. Asian or Asian British
(a) White British <input type="checkbox"/>	(a) Mixed White & Black Caribbean <input type="checkbox"/>	(a) Asian Indian <input type="checkbox"/>
(b) White Irish <input type="checkbox"/>	(b) Mixed White & Black African <input type="checkbox"/>	(b) Asian Pakistani <input type="checkbox"/>
(c) White Other <input type="checkbox"/>	(c) Mixed White & Asian <input type="checkbox"/>	(c) Asian Bangladeshi <input type="checkbox"/>
	(d) Mixed Other <input type="checkbox"/>	(d) Asian Other <input type="checkbox"/>
4. Black or Black British	5. Chinese or Other	6. Undefined
(a) Black Caribbean <input type="checkbox"/>	(a) Chinese <input type="checkbox"/>	(a) Rather not state <input type="checkbox"/>
(b) Black African <input type="checkbox"/>	(b) Other <input type="checkbox"/>	
(c) Black Other <input type="checkbox"/>		

### Gender

Male  Female  Rather not state

*For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.*

Is your gender identity the same as the gender you were assigned at birth? Yes  No

Do you live and work full time in the gender role opposite to that assigned at birth? Yes  No

## Disability

Do you consider yourself to have a disability?

Yes

No

## Sexual Orientation

Heterosexual

Bisexual

Gay man

Rather not state

Gay woman or lesbian

## Religious Belief/Faith

Christian Denominations

Jewish

Buddhist

Other

Hindu

No Religion

Muslim

Rather not state

Sikh

**This marks the end of section 2**

## PART 3 APPLICATION FOR EMPLOYMENT

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Application for the post of:

Job Ref N<sup>o</sup>

### Section 3.1 Current or Most Recent Employment

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

Job Title:

Grade:

Salary:

Other allowances/benefits:

Date of Appointment:

Date employment ended:

(if applicable)

Notice period (if applicable):

Employer:

Address:

Postcode:

Tel no:

Status:

e.g. Part Time/ Full Time/ Casual/ Temp:

Responsible to:

Nature of business:

Brief description of duties:

**Reason for leaving**  
(if no longer employed):

## Section 3.2 Previous Employment

**Previous Employment** (Please put your most recent employer first).

Name and Address of Employer	Job Title	Salary	Date From (dd/mm/yy)	Date To (dd/mm/yy)	Reason for Leaving

**Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):**



If you are successful will this be your only job?

Yes

No

If no, please state the weekly hours and nature of the additional work?

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### Section 3.3 Education and Qualifications

Type e.g. school, college, university, workplace	Qualifications gained (state level and grade)	Date

### Section 3.4 Personal Development & Additional Learning

Learning & Development Activity/Course Details	Date

### Section 3.5 Professional Membership

Relevant Institute/Body	Class of Membership e.g. Associate, Member, Student, Fellow etc.	Expiry Date	State if Examination

## Section 3.6 Driving Licence Details

*Note: This section should only be completed if driving is an essential requirement of the post for which you are applying*

Do you hold a full, current driving licence valid in the UK?    Yes        No   

If YES, state class: e.g. Full UK  
Car, HGV, PSV, LGV etc.

## Section 3.7 Personal Statement

**Details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification/job profile and guidance notes for completing this section.**

**You have now completed your application.  
Please turn to page 12 for information on returning your application and applying online**

## Returning your application

### School Vacancies Only

Vacancy advertisements relating to positions in Schools will provide details of the return address for applications. This will usually be directly to the school as they administer their own recruitment processes

### Council Vacancies Only



#### By Hand or Post:

Human Resources  
Calderdale MBC  
3<sup>rd</sup> Floor, G Mill,  
Dean Clough Mills  
Halifax  
HX3 5AX

#### By E-Mail:

recruitment@calderdale.gov.uk

#### Enquiries:

Telephone: 08451 206091  
Fax: 01422 288433

## Did you know you can apply for jobs online?

Applying for jobs at Calderdale Council couldn't be easier with our online recruitment website, allowing you to apply online and register for email alerts. The website is designed with you in mind and helps to make the application process more convenient, efficient and easy to do.

#### By visiting our website you can:

- Access all of our current vacancies, including job descriptions and information on how to apply
- Find information on living and working in Calderdale
- Find information about our learning & development opportunities
- See what staff benefits we have to offer

#### As an applicant you will be able to:

- Register on our site and create your own account area
- Fill in a template application form which you can adapt for any post you wish to apply for, instead of having to start from scratch with each new application form
- Save your application to return to at a later date
- Send your completed application at the click of a button
- Have the kind of jobs you're interested in emailed directly to you
- Sign up to receive our weekly jobs bulletin by email

To benefit from all this please visit our website at  
[www.calderdale.gov.uk](http://www.calderdale.gov.uk)