

# Application for Employment



## PART 1 - PERSONAL INFORMATION

**CONFIDENTIAL**

### FOR OFFICE USE ONLY

Post Ref No	Applicant No	Date Received

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)		Second Reference	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode: <input type="text"/>		Postcode: <input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail address:	<input type="text"/>	E-mail address:	<input type="text"/>
May we contact this referee prior to the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Employer <input type="checkbox"/>		Employer <input type="checkbox"/>
Reference Type (tick as appropriate)	Academic <input type="checkbox"/>	Reference Type (tick as appropriate)	Academic <input type="checkbox"/>
	Personal/Character <input type="checkbox"/>		Personal/Character <input type="checkbox"/>

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

### Section G – Rehabilitation of Offenders Act 1974

All posts involving direct contact with vulnerable people are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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 on the Disclosure and Barring Service website or at Unlock – <http://hub.unlock.org.uk/contact/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## Section 1.4 Additional Information

All workers with a protected title must be registered with the Health and Care Professions Council (HCPC)

HCPC Number:

To be completed for Teacher positions only:

Teacher Reference Number:

Do you hold Qualified Teacher Status?

Yes ☐

No ☐

Do you currently work for Calderdale Council?

Yes (Internal) ☐

No (External) ☐

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

Council Website ☐ Job Opportunities Bulletin ☐

Indeed ☐ Local Press (Halifax Courier) ☐

Twitter ☐ National Press ☐

Professional Journal ☐ Other - *please state*

## Section 1.5 Declaration

In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm 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.

### Privacy Notice

Calderdale Council is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected for the purposes of processing your application for employment in the Council. We need to collect this information in order to assess your application against the Role Profile for the job. Application forms are used to determine who to interview for any advertised position. If you are successful in your application and are subsequently offered a position in the council, the data collected will be used to carry out pre-employment checks and ensure your suitability for the position. The data will then be transferred to your personnel file. Data is also processed in order to be compliant with the production of the Annual Equality Duty Report.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. You may withdraw consent at any time by writing to [Recruitment@calderdale.gov.uk](mailto:Recruitment@calderdale.gov.uk). In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Councils Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk).

This information will be kept for a period of six months for unsuccessful applicants. For successful applicants, the information will be transferred to your personnel file and will be kept for a maximum of the individuals employment with us plus six years or as per recommended guidelines for roles working with vulnerable groups, length of employment plus 25 years or until such time as the data is reviewed by us or removed at your request.

**Signed:**

**Date:**

**This marks the end of section 1**

## PART 2 EQUAL OPPORTUNITIES MONITORING DATA

### FOR OFFICE USE ONLY

Post Ref No	Applicant No	Date Received

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 nationality?

My nationality is:

### What is your Ethnic Origin?

Please choose ONE section from 1 to 6, and 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 ☐

Is your gender identity the same as the gender you were assigned at birth?

Yes ☐ No ☐ Rather not state ☐

### Disability

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)

**Sexual Orientation**

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Asexual	<input type="checkbox"/>
Gay woman or lesbian	<input type="checkbox"/>	Rather not state	<input type="checkbox"/>

**Religious Belief/Faith**

Christian Denominations	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Other	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Rather not state	<input type="checkbox"/>
Sikh	<input type="checkbox"/>		

This marks the end of section 2

## PART 3 APPLICATION FOR EMPLOYMENT

### FOR OFFICE USE ONLY

Post Ref No	Applicant No	Date Received

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

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 Additional Information

Are you currently registered with the HCPC? Yes ☐ No ☐

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, state name, position and  
relationship:

Have you ever been disqualified from being a company director?

Yes ☐ No ☐

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

### Section 3.8 Armed Forces Covenant

Calderdale Council is committed to supporting the Armed Forces. This means that any applicant whose last long standing employer was the Armed Forces (within the last 2 years) and who meet the essential criteria for a job vacancy will be guaranteed an interview.

Have you been employed by the Armed Forces within the last 2 years? Yes ☐ No ☐

Were the Armed Forces your last long standing employer? Yes ☐ No ☐

### Section 3.9 Positive about Disabled People

Calderdale Council is a Disability Confident Employer. 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 ☐

## Section 3.10 Personal Statement

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

## **School Vacancies**

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**

For council vacancies only, your completed application form should be emailed to: [applications@calderdale.gov.uk](mailto:applications@calderdale.gov.uk)

### **Enquiries:**

The Recruitment Team  
Tel: 01422 288477

## **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
- 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)