Please complete the application form and recruitment monitoring post or e-mail on the job

CITY OF WOLVERHAMPTON COUNCIL

Job application form – Confidential

Guidance on completing this form can be found on the last page.

Please complete this section from information on the job advert.	**1. Guaranteed interview for people with disabilities**
Job title	**Do you consider yourself to be a disabled person?** Yes ☐ No ☐
Job reference	**If yes, do you require any support or adjustments to enable you to take part in the selection process for this job?** Yes ☐ No ☐
Service group	
Closing date	**If yes, give details**

People with disabilities who meet the essential criteria will be guaranteed an interview – see the Information Booklet for Job Applicants for details.

2. Personal details

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other	
Surname **Initial** **Address** **Postcode**	Complete if applicable: **Home telephone number** **Work telephone number** **Mobile number** **E-mail**

3. Education/qualifications – most recent first

School/college/ university/placement	**Dates** (month/year) **From**	**To**	**Courses taken/ qualifications**	**Grade**	**Date** (month /year)

Please continue on a separate sheet if necessary.

Are you currently a member of any professional bodies? Yes ☐ No ☐

If yes, please state name of body:

Level of membership attained: **Membership number:**

Are you registered for CPD (Continuous Professional Development)? Yes ☐ No ☐

4. Present employment

Name and address of present employer	**Job title**
	Gross salary/wage
	Date of appointment
	Notice required
Brief details of duties and responsibilities	

5. Past employment (paid or unpaid) – most recent first Include all previous employers

Employer's name (and address if appropriate)	**Position held**	**Dates** (month/year) **From**	**To**
		/	/
		/	/
		/	/
		/	/
		/	/
		/	/
Please continue on a separate sheet if necessary.			

6. Relevant training courses attended – most recent first

Organising body	**Course details**	**Dates** (month/year) **From**	**To**
		/	/
		/	/
		/	/
		/	/
Please continue on a separate sheet if necessary.			

7. Experience

Please give reasons for making this application. See notes on the last page for guidance. Please continue on a separate sheet if necessary.

8. Job share

Are you applying as a job sharer? (See the Information Booklet for Job Applicants for further information)
Yes ☐ No ☐

9. Relationships

Are you related to any elected member or employee of the council?
Yes ☐ No ☐ If yes, please state who

Please note: Canvassing of members or officers of City of Wolverhampton Council directly or indirectly in connection with this post will disqualify your application.

10. References – to be completed by ALL applicants including those applying internally

Note: Referees should **not** be friends or relatives.

(i) Present/most recent employer	**(ii) Previous employer** If no employment history, use teacher or similar.
Name	**Name**
Job title	**Job title**
Address	**Address**
Postcode	**Postcode**
Telephone number	**Telephone number**
E-mail	**E-mail**
Status/relationship to you	**Status/relationship to you**
Please tick this box if you would prefer us **not** to contact this referee prior to interview: ☐	Please tick this box if you would prefer us **not** to contact this referee prior to interview: ☐

11. Posts which involve driving

Have you a full current driving licence? Yes ☐ No ☐

Answer only if relevant to mobility requirements of the post/job, or if car allowance applicable.

If LGV/PCV, state category

12. Declaration

Note: Complete this section only if completing the form by hand. If completing the form electronically you will be asked to sign the form if selected for interview.

I certify that to the best of my knowledge the information I have given is correct (providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

Signature..... **Date** .....

Internal applicants only

13. If you are applying for secondment, you must ensure that this section has been signed by, or on behalf of, your Director. If completing the form electronically you should either:

(a) send a print-out of this page with your Director's signature to the human resources team specified on the job advert, or (b) ensure that your Director e-mails the human resources team specified on the job advert with the wording below.

I acknowledge your application for secondment and undertake to release you on the terms agreed if successful.

Signature (Director/Line Manager)..... **Date** .....

CITY OF WOLVERHAMPTON COUNCIL

Please complete this section from information on the job advert.
Job title
Job reference
Service group
Closing date

Recruitment monitoring form

This section forms an integral part of the application form and must be completed in full and accurately.

This form is confidential and will not be seen by the selection panel. The information provided on this tear-off slip will be used by the council only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.

Please complete the following boxes as appropriate (use black pen if completing the form by hand).

Sex

Female ☐ Male ☐

Disability Do you consider yourself to be a disabled person?

Yes ☐ No ☐

Ethnic group

To which ethnic group would you say you belong? Mark **one** box only please.

White		
British	☐	01
Irish	☐	02
Any other White background	☐	09
Mixed		
White and Black Caribbean	☐	10
White and Black African	☐	11
White and Asian	☐	12
Any other Mixed background	☐	19
Asian or Asian British		
Indian	☐	20
Pakistani	☐	21
Bangladeshi	☐	22
Any other Asian background	☐	29
Black or Black British		
Caribbean	☐	30
African	☐	31
Any other Black background	☐	39
Chinese or Other ethnic group		
Chinese	☐	40
Any other ethnic group	☐	49

Age

Please indicate the band in which your age falls.

Under 25	☐
25 - 34	☐
35 - 49	☐
50 - 65	☐
Over 65	☐

Postcode

Vacancy (mark only one)

I became aware of this vacancy through:

Birmingham Evening Mail	☐
Community Care	☐
Express & Star	☐
Job Centre	☐
Job Bulletin	☐
Other specialist publication*	☐
Recruitment fair	☐
The Guardian	☐
Times Educational Supplement	☐
Website (council)	☐
Website (other)*	☐

* Please specify publication / website:

For office use only

Shortlisted ☐ Appointed ☐

Present employment situation

Are you currently employed by City of Wolverhampton Council?

Yes ☐ No ☐

Completing your application form

- Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
- The recruitment monitoring must be completed in full.
- Add your initial and surname to any additional sheets.
- Return your completed application form and recruitment monitoring form by e-mail or post to the address shown on the job advert by the stated closing date.

Tips for completing section 7 – Experience

- The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the personnel specification. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the **desirable criteria**, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

Recruitment monitoring form

The information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of the council's equal opportunities and recruitment policies.

We look forward to receiving your application.

Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The council also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

Data Protection Act 1998

City of Wolverhampton Council will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the council's Data Protection Adviser.

City of Wolverhampton Council may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose: ☐

The council's Data Protection Adviser can be contacted on (01902) 554498 or via e-mail at data.protection@wolverhampton.gov.uk. Further information relating to the Data Protection Act 1998 can be found on the Information Commissioner's Office website at www.ico.gov.uk