

WALSALL COUNCIL
Working Towards Quality Through Equality

JOB APPLICATION FORM

APPLICATION NO.

(OFFICE USE ONLY)

RETURN TO: THE HEAD TEACHER AT THE SCHOOL (UNLESS OTHERWISE STATED IN THE ADVERTISEMENT)

JOB APPLIED FOR: **INSERT POST TITLE**

REFERENCE NO. **REFERENCE NUMBER OF POST**

CLOSING DATE **CLOSING DATE OF POST**

PRESENT EMPLOYMENT:

JOB TITLE INSERT CURRENT/OR PREVIOUS JOB TITLE

DATE APPOINTED: INSERT DATE APPOINTED TO POST

EMPLOYER: INSERT NAME OF CURRENT/OR PREVIOUS EMPLOYER

ADDRESS: INSERT ADDRESS OF CURRENT/OR PREVIOUS EMPLOYER

SALARY RANGE INSERT SALARY RANGE

PRESENT SALARY: INSERT CURRENT SALARY (WEEKLY/ANNUALLY)

NOTICE TO TERMINATE: INSERT HOW MUCH NOTICE YOU NEED TO GIVE TO LEAVE YOUR JOB

DESCRIBE THE MAIN ACTIVITIES OF YOUR PRESENT/MOST RECENT JOB:

INSERT DETAILS OF YOUR JOB HERE

PREVIOUS EMPLOYMENT (Most recent first):

EMPLOYER	POSITION HELD	DATES: FROM:	TO:
INSERT NAME OF EMPLOYER	INSERT WHAT POSITION WAS HELD	INSERT START DATE	INSERT LEAVING DATE
rrr			

EDUCATION BACKGROUND:

EXAMINATION LEVEL EG GCSE, 'A' LEVEL, B.Tec, Degree	SUBJECTS	GRADE
INSERT LEVEL OF EXAMINATION	INSERT NAME OF SUBJECT TAKEN	INSERT LEVEL OF GRADE ACHIEVED

JOB RELATED TRAINING (give details of any training courses attended):

INSERT DETAILS OF ANY TRAINING UNDERTAKEN

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS (State level and date of Membership and whether gained by examination):

INSERT MEMBERSHIP DETAILS AND DATES

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.

INSERT DETAILS OF NAME OF RELATIVE, THEIR JOB TITLE AND PLACE OF WORK

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.

SUPPORTING INFORMATION:

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

INSERT SUPPORTING INFORMATION

REFEREES:

PRESENT EMPLOYER

TICK BOX IF YOU REQUIRE NO CONTACT PRIOR TO INTERVIEW ☐

1. NAME INSERT NAME OF FIRST REFEREE

OCCUPATION JOB TITLE OF THE REFEREE

ADDRESS INSERT WORK/PRIVATE ADDRESS OF REFEREE

TELEPHONE NO: INSERT CONTACT NO.

E-MAIL ADDRESS: **INSERT EMAIL ADDRESS**

PREVIOUS EMPLOYER

2. NAME INSERT NAME OF SECOND REFEREE

OCCUPATION JOB TITLE OF THE REFEREE

ADDRESS INSERT WORK/PRIVATE ADDRESS OF REFEREE

TELEPHONE NO: INSERT CONTACT NO.

E-MAIL ADDRESS: **INSERT EMAIL ADDRESS**

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

OTHER INFORMATION:

DO YOU HOLD A VALID DRIVING LICENCE ? YES ☐ NO ☐

IF YES, PLEASE SPECIFY TYPE INSERT DETAILS FROM DRIVING LICENCE

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

EQUAL OPPORTUNITIES MONITORING FORM

APPLICATION NO.

(OFFICE USE ONLY)

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 Note: This authority is under a duty to protect the public funds it administers, and to this end may use information you have provided on this form within this authority for the detection and prevention of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

PLEASE REMEMBER TO:

1. CHECK THAT YOU HAVE COMPLETED ALL THE PAGES OF THE APPLICATION FORM.
2. SIGN THE DECLARATION
3. RETURN THE FORM ON OR BEFORE THE CLOSING DATE TO:
THE HEAD TEACHER AT THE SCHOOL (UNLESS OTHERWISE STATED IN THE ADVERTISEMENT)

PLEASE TICK

DATE OF BIRTH: INSERT DATE OF BIRTH

SEX: FEMALE ☐ MALE ☐

AGE: 16-18 ☐ 19-25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56-65 ☐

HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN?

- | | |
|--|---|
| ☐ WHITE BRITISH | ☐ INDIAN |
| ☐ WHITE IRISH | ☐ PAKISTANI |
| ☐ WHITE OTHER | ☐ BANGLADESHI |
| ☐ WHITE AND BLACK CARIBBEAN | ☐ OTHER ASIAN |
| ☐ WHITE AND BLACK AFRICAN | ☐ BLACK CARIBBEAN |
| ☐ WHITE AND ASIAN | ☐ BLACK AFRICAN |
| ☐ OTHER MIXED | ☐ OTHER BLACK |
| | ☐ CHINESE |
| | ☐ OTHER 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 ☐

Where did you see the job advertised? ☐ Jobshop ☐ 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 **INSERT NAME OF PUBLICATION / INTERNET SITE**

(FOR OFFICE USE ONLY)

JOB APPLIED FOR: **INSERT POST TITLE**

REFERENCE NO. **REFERENCE NUMBER OF POST**

CLOSING DATE **CLOSING DATE OF POST**

SURNAME **INSERT SURNAME**

FIRST NAMES **INSERT FIRST NAME(S)**

PREFERRED TITLE (Mr/Mrs/Miss/Ms) **INSERT PREFERRED TITLE**

ADDRESS: **INSERT HOME/CORRESPONDENCE ADDRESS**

POST CODE: **INSERT POST CODE**

HOME TEL NO: **INSERT HOME TELEPHONE NUMBER**

WORK TEL NO: **INSERT WORK TELEPHONE NUMBER**

E-MAIL ADDRESS: **INSERT EMAIL ADDRESS**

NATIONAL INSURANCE NUMBER: INSERT N.I. NUMBER

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 **INSERT THE DATE**

NOTES FOR APPLICANTS

Applicants are requested to read carefully the following notes and any further particulars for the post before signing the declaration.

Acknowledgement of applications

Your application for this post will only be acknowledged if you enclose with it a stamped addressed envelope.

Notification of result

It is the policy of Walsall Council that, in order to keep costs to a minimum, notification of the result of an application shall not be sent to an unsuccessful candidate who is not called for interview for any post. If, therefore, you do not hear within 6 weeks of the closing date for applications for this post, you should normally assume that an appointment has been made.

Disclosure of relationship

A candidate for any post under the Walsall Council who knows that he/she is related to any Councillor or employee of that Council or member of the appointing school's Governing Body, must disclose the relationship. A candidate who fails to disclose such a relationship is disqualified and if appointed is liable to dismissal without notice.

Disclosure and Barring Services

The successful candidates for jobs working with children or adults will be asked to apply for a criminal disclosure check through the Disclosure and Barring Services at the appropriate level prior to appointment. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process.