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 EMPLOY	MENT	(Most recent first):				
EMPLOYER	POS	ITION HELD	DATES:			
			FROM:		TO:	
INSERT NAME OF	_	ERT WHAT	INSERT		INSERT	
EMPLOYER	POS	ITION WAS HELD	START D	4TE	LEAVING	
					DATE	
rrr						
EDUCATION BACKG				ı		
EXAMINATION LEVE		SUBJECTS	3		GRADE	
EG GCSE, 'A' LEVEL	.,					
B.Tec, Degree						
INSERT LEVEL OF		INSERT NAME OF SUBJECT		INSERT LEVEL		
EXAMINATION		TAKEN			OF GRADE	
				ACF	HIEVED	
JOB RELATED TRAIL	NING	(give details of any trai	ning course	s attei	nded):	
INSERT DETAILS OF AN	Y TRAI	NING UNDERTAKEN				
MEMBERSHIP OF PR			ONS (State	level	and date of	
	g	ou by onument.				
INSERT MEMBERSHIP D	ETAIL	S AND DATES				
OTHER INFORMATIO	N:					
Are you currently employed Are you related to any Collf yes state the name and employee.	uncillor	or Employee of Walsall				

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

Support Staff Electronic Application Form May 2013

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/memployer.								
	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?							

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 **BANGLADESHI** WHITE OTHER 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-today activities. Do you have such a disability? YES \square NO Where did you see the job advertised? Jobshop Walsall Council website ☐ WMJobs ☐ Jobcentre

If other, please specify INSERT NAME OF PUBLICATION / INTERNET SITE

☐ Internet

□ Telephone

☐ Other

 \square SMS

□ Other

If other, please state which publication/website

How did you request this form:

(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.

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 vat 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.