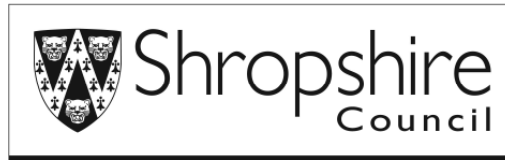


Monitoring form number



Application for Employment

1. Vacancy details

Post for which you are applying:

Directorate:

Applicant ID:

Job ref:

Closing Date:

Please return this form to: **srt.jobapplications@shropshire.gov.uk**
or Shropshire Recruitment & Contracts Team, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.
If you would like an acknowledgement of your application, please request this in your email,
or attach a self addressed envelope.

2. Personal details

Family name:

Initials:

Home Address:

Telephone Work:

Home:

Mobile number:

Postcode:

NI number:

Email address:

Guidance Notes & Data Protection Act

- Please note that we do not accept CVs (curriculum vitae).
- We will decide whether to invite you for interview on the basis of information given by you on this application form.
- When you sign and return this form, you are giving us permission to process and hold on computer, the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.
- This information will also be held on your personal file, if you are appointed.
- The data may be used by Shropshire Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

3. Present employment (If you are currently unemployed please leave blank)

Job title:	Basic pay/grade:
Employer's name:	Other pay:
Address:	Date started:
	Period of notice:
	Telephone number:
Postcode:	May we contact you on this number?
Are you registered with the General Teaching Council/GSCC:	

Outline of duties and responsibilities:

Continue on a separate sheet if necessary, placing your initials and job reference at the top.

4. Driving

Do you have a full current driving licence?

If **YES**, type of licence?

Do you have a vehicle available for work purposes?

5. Previous employment

- Please list all of your previous jobs including any with your present employer. Include all local government and related service. Start with the most recent.
- References may be sought from your previous employers.

Job title:	Date started:
Employer's name:	Date left:
Address:	Postcode:
Brief outline of duties:	
Reason for leaving:	

Job title:	Date started:
Employer's name:	Date left:
Address:	Postcode:
Brief outline of duties:	
Reason for leaving:	

Job title:	Date started:
Employer's name:	Date left:
Address:	Postcode:
Brief outline of duties:	
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Employer's name:	Date left:
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Job title:	Date started:
Employer's name:	Date left:
Address:	Postcode:
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Job title:	Date started:
Employer's name:	Date left:
Address:	Postcode:
Brief outline of duties:	
Reason for leaving:	

Job title:	Date started:
Employer's name:	Date left:
Address:	Postcode:
Brief outline of duties:	
Reason for leaving:	

Continue on a separate sheet if necessary, placing your initials and job reference at the top.

6. Training

Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved. **Continue on a separate sheet if necessary.**

Date	Course title	Organiser	Length	Office use only. Certificates checked by:

7. Educational qualifications

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent. **Continue on a separate sheet if necessary.**

Date	Institute details (eg College etc). Qualification gained or pending, and subject	Grade obtained	Office use only. Certificates checked by:

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8. Languages (Please detail below if you have any language ability other than English)

Able to effectively converse and read:

Able to converse, read and write:

Totally fluent:

9. Membership of professional bodies (Please state whether by election, exemption or examination)

Date	Professional Body	Membership no.	Grade/Level	Office use only. Certificates checked by:

10. Further details

- Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have.
- You should try to relate your information to the job description and person specification for the post you are applying for.

You may submit additional sheets as necessary, placing your initials, surname and job reference at the top of the page.

11. Relationship to council members or employees

Please give the details of any elected member or employee of the Council to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. **Canvassing of any councillor or senior officer will disqualify a candidate for appointment.**

Name:

Relationship:

12. Rehabilitation of Offenders Act 1974

Have you ever received a caution or been convicted by a court of any offence? (You may ignore road traffic offences unless the job for which you are applying involves driving a Council vehicle)

If the answer is **YES**, please provide the details below including date, court and nature of offence.

Convictions are not necessarily a bar to obtaining a position. **DO NOT** include convictions which are "spent" by virtue of the provision of the Rehabilitation of Offenders Act 1974, unless the job you are applying for is exempt under the Act, in which case a Disclosure will be required from the successful candidate.

13. References

- Please give details of two referees whom we may ask about your suitability for the job.
- You are requested to give referee details from two employers, the first of which must be your current or most recent employer.
- If you are unable to provide two employment references, please speak to the Shropshire Recruitment Team and they will provide further guidance.
- You should not name a relative as a referee.
- References will usually only be taken up if you are selected for interview.
- We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

(1) Name:

(2) Name:

Address:

Address:

Postcode:

Postcode:

Telephone number:

Telephone number:

Email address:

Email address:

Occupation:

Occupation:

Working relationship to candidate:

Working relationship to candidate:

May we contact these referees without asking you? **(1)** **(2)**

14. Your Signature

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of Applicant:

Date:

N.B. If your application is submitted electronically you will be asked to sign this form if invited to interview.

Equal Opportunities and Recruitment

Equal Opportunities Policy

*Our vision is to improve significantly the quality of life for Shropshire people by working together, which is at the heart of everything we do. Shropshire Council is committed to this vision.

*We will strive for the highest possible public service and professional standards, and will be accountable to Shropshire people for everything we do.

*We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

*It is the policy of Shropshire Council to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment such as our Lesbian, Gay & Bisexual network and the Employees Disability Network.

Equality Act 2010

The Equality Act 2010 places a general duty on the Council to promote equality. This means that in everything we do, we need to:

*Eliminate unlawful discrimination, harassment and victimisation.

*Advance equality of opportunity.

*Foster good relations between different people.

Policy Statement for Applicants with Disabilities

Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way:

"A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities."

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information, for example a letter from a Disability Employment Adviser, would be helpful. The information you provide will be shared with the appointing officer responsible for shortlisting applicants and organising the selection process. You should be aware that you may be asked to give details and any supporting information.

We have made a commitment to improve employment opportunities for people with disabilities, and have adopted the Employment Department's two ticks symbol 'Positive About Disabled People'. This means that the Council has undertaken to guarantee an interview to all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

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Please complete the recruitment monitoring form on the next page.

Job Ref number

Recruitment monitoring form

Monitoring form number

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records.

Surname:	First name:
Known as:	Second name:
Previous other names:	Preferred title:
Date of Birth:	Age:
Place of Birth:	
Post applied for:	Directorate:
Gender:	Would you consider a Job share:
Ethnic Origin: I would describe my ethnic origin as.....	
Religion: In terms of my religion, I would describe myself as:	
<input type="checkbox"/> Christian <input type="checkbox"/> Jewish <input type="checkbox"/> Buddhist <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Sikh	
<input type="checkbox"/> Other (<i>please specify</i>).....	
Sexual Orientation:	
<input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to say	
Disability: For definition, please refer to our policy statement overleaf.	
In line with this policy, do you consider yourself to have a disability? YES / NO	
If you are selected for interview are there any special arrangements we would need to make for you? YES / NO	
(If YES , and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements).	
Advert: Where did you see this vacancy advertised? Please specify.	
<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> National Newspaper
<input type="checkbox"/> Job Centre	<input type="checkbox"/> Professional Journal
<input type="checkbox"/> Shropshire Council website	<input type="checkbox"/> Internet
<input type="checkbox"/> Other	