

 **PRESTON CITY COUNCIL**

 **Application form**

Job Title:

 Job Ref:

**Personal Details** (please complete in BLOCK CAPITALS and in BLACK INK)

Tel. No. Home:

Tel . No. Work:

Mobile No.

e-mail address:

Home address:

Postcode:

National Insurance Number:

## Do you hold a current Driving licence: Yes No

 **Education and Qualifications** (Secondary School onwards)

|  |  |  |
| --- | --- | --- |
| Name of establishment | QualificationsObtained or to be taken | Results(including grades) |
|  |  |  |
| Membership of Professional Body: (include grade/status of membership) |

 **Training** (Details of any specific training undertaken e.g. short courses, in-house training etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Duration ofCourse | Course Provider | Course Title |
| From | To |
|  |  |  |  |  |

 **Present Employment** (Or if not currently employed most recent employment)

|  |  |
| --- | --- |
| Name and address of Employer:Postcode: | Position: |
| Salary: |
| Date Appointed: | Notice Required (or, if not currently employed date of leaving): |
| Brief Outline of Duties and Responsibilities: |

 **Previous Employment** (In date order, starting with the most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Employer | Position held | Grade/Salary | Reason for leaving |
| From | To |
|  |  |  |  |  |  |

If not mentioned above, please give details of any periods of work for Preston City Council, (or, formerly

 Preston Borough Council) whether as an employee, an agency worker, or any other capacity.

……………………………………………………………………………………………………………………........................

Experience/General Information in Support of Application

(Refer to Guidance Notes for Applicants and Employee Specification and use extra sheets if necessary)

You must clearly state below how you meet the criteria stated in the Employee Specification. Pay particular attention to those criteria marked as essential as candidates who do not meet those requirements cannot be considered for shortlisting.

|  |
| --- |
|  |

**Referees:** One of these referees must be an employment reference. If you choose not to give your present (or last) employer as a referee you should be able to provide a reason for this at interview. Please put a cross (X) the box if you do **not** wish the referee to be approached without prior permission

|  |  |
| --- | --- |
| (1)Name:Designation:AddressPost Code:Tel. No:e-mail address: | (2)Name:Designation:AddressPost Code:Tel. No:e-mail address: |

**Rehabilitation of Offenders Act 1974**

Have you a criminal conviction which is current under the Act? If YES, please specify date of conviction, nature of offence and sentence imposed:

(Any information you provide will be treated as strictly confidential and will be considered only if

relevant to your application)

 Yes No

………………………………………………………………………………………………………………

**Equality Act 2010**

Do you consider yourself to be disabled?

 Yes No

If yes, please give details of:

a) Your disability: ……………………………………………………………………………………...

b) Any arrangements the Council would need to make to offer you a fair selection interview should you be shortlisted for this vacancy?

(e.g. parking space, ground floor venue, sign language interpreter)

……………………………………………….……………………………………………………………

**Canvassing**

If you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Employee of the Council; or of the partner of such persons you must specify the relationship below

……………………………………………………………………………………………………..…….

You must not seek the support of any Councillor for appointment to employment with the Council by asking, or nominating, them to act as a referee in this connection.

I declare that the above information on this form is correct and understand that if appointed, I will be liable to disciplinary action including dismissal and/or criminal action should I knowingly give false information. (Applicants who apply by e-mail will be required to sign this form at their interview)

Signature:……………………………………………… Date ……………………………...

Please return your completed application form to: Head of Workforce, 1st Floor, Town Hall, Lancaster Road, Preston, PR1 2RL. If you require acknowledgement of its receipt, please enclose a stamped addressed envelope. Alternatively you can e-mail it to recruitment@preston.gov.uk

CONFIDENTIAL

Please complete this form in order to help us monitor Equal Opportunities in employment.

This form will be kept separate from your application form, and has no part in the selection process.

**APPLICANT MONITORING**

**QUESTIONNAIRE**

**If you decide not to complete the monitoring questions,**

**Please ensure you complete this section.**

|  |
| --- |
| Title: ………………. Forename(s) ………………………………………………………..……………..Surname ………………………………….………….. Date of Birth …………………………………..Post Applied for………………………………………………………………………………………………Post Number………………………Department…………………………………………………………… |

**X**

Please cross appropriate boxes

**ETHNIC GROUP:**

**White: Black or Black British:**

IrishBlack African

White British Black Caribbean

 Other White Background Other Black Background

 (please specify …………………….) (please specify ………………)

**Asian or Asian British:** White & Black African

Bangladeshi

 White & Black Caribbean

 Indian

 White & Asian

 Pakistani

 Other Asian Background Other Mixed background

 **Chinese or Other Mixed Group**:

 Chinese

 Other Ethnic Group

 **Gender:** I am:- Female Male

**Disability:**

Do you consider yourself to be disabled:- Yes No

**PUBLICATION:** Where did you see this vacancy advertised please indicate: -

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lancashire Evening Post | Professional /Trade Journal |  Job  Centre | Town Hall | Internal | PCC web site | Jobs go public | Other (please specify) |



Corporate Services Directorate

Human Resources

Town Hall

Lancaster Road

Preston

PR1 2RL

[www.preston.gov.uk/jobs](http://www.preston.gov.uk/jobs)

Tel: 01772 906914

Dear Applicant

Thank you for your interest in a current vacancy with Preston City Council. I have pleasure in sending the application form and further details for the job.

The policy of the Council is to work towards achieving equal opportunities. To help us do this please complete the applicant monitoring questionnaire. If you decide not to complete the monitoring questions you **must** in any case enter the information requested in the box at the top of the questionnaire.

The information you provide will help the Council to ensure that its recruitment and selection procedures afford fair and unbiased treatment to all applicants. The answers to the equal opportunities monitoring questions are **confidential** and will not be passed on to anyone directly involved in making the appointment.

I look forward to receiving your application

Yours sincerely



Director of Corporate Services

