

**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 of  Course | 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:  Address  Post Code:  Tel. No:  e-mail address: | (2)  Name:  Designation:  Address  Post 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](mailto: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



**PRESTON CITY COUNCIL**

**GUIDANCE NOTES FOR APPLICANTS**

Thank you for requesting an application form and further details for a position with Preston City Council. These notes are intended to help you with your application and explain the Council’s Recruitment and Selection procedures. Please take time to read them before completing your application form.

All appointments are, by law, made on the basis of merit. The Council is an equal opportunities employer and positively welcomes applications from all sections of the community irrespective of an individual's race, colour, national origin, creed, disability, sexual orientation, age, political beliefs or marital status.

**Applying for Employment with Preston City Council**

Before completing your application form please note the following:

* Anyone wishing to apply for a position with Preston City

Council must complete an official application form.

* There is no requirement for application forms to be typed but

applications must be legible.

* Letters of application, unattached CV's or CV's accompanying

incomplete application forms will not be accepted.

**Completing your Application Form**

In order to enable a fair assessment and comparison of applications please ensure that:

* All sections of the form are completed
* Your form is clear and legible
* The post for which you wish to apply is clearly indicated
* The Applicant Monitoring Questionnaire is completed

The shortlisting panel can only judge an applicant on the information provided on the application form. It is important, therefore, that you first read the job outline and then demonstrate clearly the extent to which your qualifications, skills, knowledge and experience, etc match the requirements of the post as set out in the Employee Specification.

Please note that candidates who do not clearly demonstrate that they can meet the requirements described as 'essential' on the Employee Specification cannot be considered for shortlisting.

**Closing Date**

Completed application forms must be received in the Human Resources Office, First Floor, Town Hall, Lancaster Road, Preston, PR1 2RL by:

**No later than 12 noon on the stated closing date**

**Applications received after this deadline will not be considered**

# **Acknowledging Receipt of Application**

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It is not normal practice to acknowledge receipt of an application. However, should you require confirmation that your application has been received please enclose a stamped addressed envelope with your completed application form.

**Shortlisting Process**

Shortlisting for interview will commence shortly after the closing date and those candidates selected for interview will be notified in writing within 15 working days of the closing date.

Information regarding the progress of your application may be obtained by telephoning **(01772) 906914** and applicants are asked to use this number only, if they have a query relating to the shortlisting process.

**Should you not be contacted within the fifteen day period you may assume that your application has not been successful**

**Rehabilitation of Offenders Act 1974**

Under the Rehabilitation Act you may be entitled to answer "no" to the relevant question asked on the application form even if you have, in the past, been convicted of an offence. However, there are specific jobs and classes of employment which are exempt under the provisions of the Act. This means that convictions never become "spent" for these posts. It is therefore important that you read carefully any information that accompanies the application form and take appropriate advice if you are in any doubt as to the correct answer to give.

|  |
| --- |
| REFERENCES – IMPORTANT NOTES FOR APPLICANTS |

The checking of references is an important part of the Council’s selection process. References are considered, together with evidence obtained from other sources including the application form, interview and selection exercises, prior to any offer of appointment being made.

It is Council policy to take up **two** references for all shortlisted applicants **prior** to their attending an interview. Both references should ideally be work related and one **must** be from the applicant’s current employer.

Referees should have first hand knowledge of the applicant and be competent to comment, in some depth, about an applicant’s duties, character and work performance etc.

Referees will also be asked to confirm details relating to other aspects of the applicant’s employment including:

* Job title and salary
* Details of disciplinary action
* Punctuality and reliability
* Honesty and integrity
* Capability

A referee will also be asked to offer his/her opinion of the applicant’s ability in relation to specific aspects of the job applied for. This may include, for example, the ability to work to deadlines, the ability to supervise staff etc. as appropriate. Referees will also be offered the opportunity to provide any additional information they feel may be relevant, including whether or not they would re-employ the applicant.

The Council may further contact a referee following an interview. Such an approach would be for the clarification or confirmation of details or of other issues arising at interview and should not be interpreted as confirmation that an offer of appointment is to be made.

It is the applicant’s responsibility to provide the names and contact details of people who are willing and able to act as referees and who meet the criteria in terms of their knowledge of the applicant.

If an applicant has good reason for not wanting his/her current employer to be contacted for a reference then this should be explained in a note accompanying the application form. Whilst no person will be approached for a reference without the permission of the applicant it is expected that this will be granted should the applicant be shortlisted for interview.

**False Statements**

**Finally, should it come to light at any stage of the recruitment and selection process that an applicant has made false statements on his/her application form or otherwise withheld relevant information from the interview panel, then the application will be immediately rejected.**