APPLICATION FOR EMPLOYMENT

WORKING TOWARDS EQUAL OPPORTUNITIES

Office use only

Candidate Reference Number…………………… ...…….………………

**CONFIDENTIAL**

|  |
| --- |
| Dear ApplicantThank you for the interest you have shown in working for the Council. Please note that employment with the council depends on medical assessment and your entitlement to work in the UK.Please read the guidance notes. Then fill in the application form in black ink or type, as we may need to photocopy it.To keep costs down, we only send out letters to people who we are inviting for interview. So, if you haven’t heard from us within 4 weeks after the closing date for applications, please accept that you have not been short listed and will not be asked for interview.We do not normally send out letters of acknowledgement when we receive application forms. If you would like an acknowledgement, please send us a stamped addressed envelope with your application.Bury Council operates an interview guarantee scheme for disabled applicants. This means that we guarantee that all disabled people who meet the essential criteria for a post will be guaranteed an interview. Job appointment will be on merit.Yours sincerelyGuy SignatureDirector of Personnel  |

|  |
| --- |
| **SECTION A****1. Post Details** Post applied for Head Cleaner  Department/Section Section Millwood School  Location/Administration Centre School street, Radcliffe, M26 3BW  Post Number: Closing Date: Noon on Friday 3rd February 2017 |
|  |
|  |

**Please return your completed application form to:**

Alison Wilkinson

School Business Manager

Millwood School

School Street

Radcliffe

M26 3BW

|  |
| --- |
| **2. Personal Details** Surname (block capitals) Preferred Title  Forenames E-mail address  Address Telephone Numbers: Home  ……………….. Post Code Work ……..………Mobile………………… |

|  |
| --- |
| **3. References** Please give the name of two referees, one of which should be your current or last employer if you have been employed recently. If you have not been employed recently refer to the guidance notes. You may choose your second referee, but they must not be a relative or partner (including same sex partner) or an Elected Member. If you are an internal candidate, one of your referees should be the Director of your Department/Service. If you are shortlisted your referees will be contacted. |
|  |
| Name |  |   | Address |   |  |
| Job Title |   |  |   |  |
| E-mail  | ……………………………… |  | ………………………………………… |  |
| Tel. No |   |  |   |  |
|  | Business/Character Ref? | ………… |  |  |
|  |
| Name | ……………………………… | Address | ………………………………………… |  |
| Job Title | ……………………………… |  | ………………………………………… |  |
| E-mail  | ……………………………… |  | ………………………………………… |  |
| Tel. No. | ……………………………… |  | ………………………………………… |  |
|  | Business/Character Ref? | …………. |  |  |

|  |
| --- |
| **4.** Canvassing of Members or Senior Officers of the Council or of any Committee of the Council, either directly or indirectly, will disqualify your application for employment. |
| Are you related to any Member of the Council or Senior Officer? Yes/No *(Delete as appropriate)* |
| If yes, give details below: |
|    |

|  |
| --- |
| **5.** How did you find out about this job? (eg name of the newspaper, website)…………………… |
|  |

**Rehabilitation of Offenders Act 1974**

This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bind-overs, including those which in other circumstances would be considered as ‘spent’ under the provisions of the Act.. If you are appointed to the post failure to disclose such information could result in the offer of appointment being withdrawn, disciplinary action being taken or dismissal.

If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final written warning or conviction?

 Yes [ ]  No [ ]

If you have answered yes please give details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of Offence (i.e. Conviction, caution, bind-over, reprimand,warning or allegation | Offence(s) | Date of Offence(s) | Disposal (if known) |
|  |  |  |  |

Are you registered on the Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body? Yes [ ]  No [ ]

If yes, please give details below:

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

If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.

I have read the above statement and agree to the Disclosure and Barring Service being contacted:

……………………………………………………………… (Signature)

Declaration

I declare that to the best of my knowledge the information contained in Section A and B of this application form are true and correct. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice.

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

EQUAL OPPORTUNITIES MONITORING

The information in this section will be treated in strict confidence. The results will be used to produce statistics about recruitment and selection and employment. They will help us to take action to prevent discrimination. This part of the form will be detached and kept separately before the shortlisting stage.

**Please answer all the questions.**

 **Gender**

I am: 🞎Male 🞎 Female

**Transgender**

Do you live and work full time in the gender role opposite to that assigned at birth?

 🞎 Yes 🞎No

 **Age**

Please enter your date of birth :**…………………………………..** dd/mm/yyyy)

 **Caring Responsibilities in your Personal Life**

Is there anyone who relies on you for care and attention AND that you assist with their daily routine?

🞎 Yes 🞎 No

If yes, please indicate who you provide such care for?

🞎Adults (18 or over) 🞎 Children

 **Ethnic Origin**

|  |
| --- |
| **What is your Ethnic Origin?**Please tick the box that you believe best describes your ethnic origin. Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your culture and broad ethnic group. What would you describe to be your ethnic origin?  **White**  **🞎** British **🞎** Irish **🞏** Traveller of Irish Heritage **🞏** Gypsy/Roma * Any other White

 background please  specify ……………  **Mixed Race**  **🞎** White and Black Caribbean **🞎** White and Black African* White and Indian
* White and Pakistani
* White and Bangladeshi

 **🞎** Any other Mixed background please specify ………………………… **Asian or Asian British** **🞎** Indian  **🞎** Pakistani **🞎** Bangladeshi* Any other Asian background please specify ……………….

 **Black or Black British**  **🞎** Black Caribbean* Black African
* Black British

 **🞎** Any other Black background please specify ………………………… **Other Ethnic Groups** **🞎** Chinese **🞎** Any other ethnic group please specify ………………………… **🞎** Unknown  |

 **Sexual Orientation**

🞎 Heterosexual/Straight 🞎 Bisexual

🞎 Lesbian/Gay Woman/Gay Man 🞎Prefer not to say

 **Religion or Belief**

🞎 Buddhist 🞎 Christian

🞎 Hindu 🞎 Jewish

🞎 Muslim 🞎 Sikh

🞎No Religion 🞎 Other religion – please specify

………………………………..

 **Disability**

|  |
| --- |
| The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment, which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. (ie. has lasted or is expected to last over 12 months).Do you consider yourself to be disabled according to this definition? 🞎 Yes 🞎No |
| **Type of Impairment**: If you answered yes to the question above, how would you define your disability?* Physical disability (e.g. using a wheelchair to get around or having difficulty using your arms)
* Learning disability (eg. Downs syndrome or dyslexia)
* Mental health condition (eg. depression or schizophrenia)
* Head injury or other cognitive impairment (eg. autism)
* Visual disability
* Hearing disability
* Musculoskeletal disability
* Cardio-vascular disability (eg. chronic heart disease)
* Other long standing illness or health condition (eg. diabetes, cancer, HIV, or epilepsy). Please state ……………………
 |

**SECTION B**

Office use only

Candidate Reference Number ………………

**POST DETAILS**

**1. Post Details**

|  |
| --- |
|  Post applied for  Department/Section  Post Number   |

**2. Present Employment**

|  |  |
| --- | --- |
|  |  |
| Employer (Name & Address) | Job Title |      |
|   | Date Started:  | …………………… |
|   | Salary/Wage | …………………… |
|   | Notice Required | …………………… |
|  |  |  |  |

|  |
| --- |
| **3. Previous employment(Please list in date order, starting with the most recent, giving reasons for leaving. You must also explain any gaps in employment).** |
| **Dates** |  |  |  |
| **From** | **To** | **Name and Address of Employer** | Job Title/Grade/Salary | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Education**

 **(Please list in date order, starting with the most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College** | **Qualifications obtained or to be taken**  | **Grade** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership Body** | **Type of Membership** | **Title of Qualification** | **Date Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6. Other Training
Please give details of any other training relevant to the post you are applying for not covered in previous sections (eg short courses)**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**7. Relevant Skills, Knowledge and Experience**

 **(Please read the Guidance Notes before you complete this section)**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Please continue on a separate sheet if necessary. Please state if you are using additional sheets of paper.** |
|  |

**8. General Information**

|  |
| --- |
|  |
| Are you in possession of a current driving licence? YES/NO (*Delete as appropriate.*)  *Answer only if driving is a requirement of the post.* |

# **DATA PROTECTION ACT 1998**

The Council maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

**Verification of Information**

The Council may verify information you have provided on the Application form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.

**Local Authorities Fraud Initiatives Notification**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations which handle public funds

**Asylum and Immigration Act 1996**

It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK.

#### Insufficient Postage

When returning your completed application form it is your responsibility to ensure that you have used sufficient postage as we will not be responsible for collecting the form and paying excess postal charges. If your form is received after the closing date due to insufficient postage **it will not be considered for shortlisting**.

**GUIDANCE NOTES**

**Applying for a job with Bury MBC**

When you apply for a job with Bury MBC selection for interview is decided by the information you provide on the application form. With your application form you will have received:

**A Job Description** - this gives you details about the job. It lists all the main tasks and duties which you will be required to carry out.

**A Person Specification** - this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show in your application form that **you meet all the essential criteria** and, ideally, all the desirable criteria. However, if you do not meet some or all of the desirable criteria we may still invite you for interview.

The Authority has a policy on the recruitment of ex-offenders and a criminal record will not automatically debar anyone from employment with the Authority. If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment.

If you are a disabled applicant and meet all the essential criteria but not the desirable criteria, you will still be guaranteed an interview. Job appointment will always be on merit.

All documents can be made available in large print, braille, audio tape or on computer disk for people with a visual impairment or other disability.

**Some points to bear in mind before you start**

* Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for every job you apply for.
* Make sure your application form gives information about how you can meet the requirements of the job description and person specification.
* Please use the application form provided, using extra sheets if you wish.
* When completed, read through your application form carefully and check that each section has been filled in. If you have extra pages please number these and attach them securely to your application form. On each extra sheet you should also write on the job title of the post you are applying for.
* Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date. Please make sure you use enough postage as we will not collect the form and pay excess postal charges. If your form arrives after the closing date due to insufficient postage it will not be considered for shortlisting.
* We will not re-employ anyone who has taken voluntary early retirement or ill health retirement from Bury MBC except in exceptional circumstances.

**Completing your Application Form**

The application form is in two parts - Section A and Section B

 **Section A**

In this section we ask for your personal details, such as your name, date of birth and any other information from which a shortlisting panel may identify you. Section A also asks you to provide information which will help us to monitor and improve our equal opportunities policy. Section A of the form will be detached and kept separately early on in the recruitment procedure. This means that the shortlisting panel will only have access to the information contained in Section B.

 **Section B**

This Section asks for the information we need to consider when we draw up a shortlist based on the person specification.

**SECTION A**

**Personal Details:**

Make sure that your full name, address, preferred title, date of birth and home and work telephone numbers (if you are on the telephone) are written clearly.

 **Reference**

 You should give the name, address and designation of 2 referees: one should be your current employer (or most recent employer if you are unemployed). You may choose your second referee. If you have not been employed before, or if you have no previous experience, or have recently entered the country or the company you worked for has closed down – a reference from a non-employer (e.g. your doctor, your solicitor, your former-teacher) may be accepted. References from relatives or partners or elected member will not be accepted.

If you are an internal candidate you should provide the name and address of the Director of your department.

 **For Social Care Posts**

Your second referee must be able to comment on your suitability to undertake a care role, but should not be related to you. If you have any queries about the suitability of your referees for a Social Care Post please contact Adult Care Services Human Resources on

 0161 253 5433

**Equal Opportunities Monitoring**

Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment and selection and employment.

All applicants will be assessed on their ability to carry out the duties of the job.

**SECTION B**

 **Post Details**

 Please copy the relevant information detailed in ‘Section A. 1. Post Details’.

 **Present Employment**

 If you are currently employed give details of your present job. After this, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order. Please give your reasons for leaving previous jobs and give details about any gaps in employment.

 **Education**

 Give a list of all your qualifications including grade/level achieved, starting with those you obtained most recently. Make sure you include everything. We need this information to assess whether you fulfil the essential qualifications for the vacancy. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the National Academic Recognition and Information Centre on 0870 990 4088.

 **Professional Qualifications**

 If the vacancy requires a professional qualification as essential criteria, you will need to list your membership body, type of membership, title of qualification and the date it was awarded here. Alternatively, if you have any professional qualifications that you feel are relevant to the job although they may not be an essential or desirable requirement for the job, please list them here.

 **Other Training**

 Detail here any other training you have undertaken which may be relevant to the job (eg First Aid at Work Training, Assertiveness Course, employer training) along with the dates the training was carried out.

 **Relevant Skills, Knowledge and Experience**

 This is the most important part of your application. Do not just list your employment history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the person specification.

 It may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained including any training or work experience you may have completed that is relevant to the job. You may also use examples of experiences in your personal life and voluntary work.

 It is not acceptable simply to say you have done something: you must explain this by giving details of how you did it and what was involved.

 Thank you for applying for a job with Bury MBC, ‘Good Luck’ with your application