

Wandsworth Council Application Form (Confidential)



number one for
service and value

Wandsworth

Please use black ink or typescript.

Position applied for:

Post reference number:

1. Personal details

Surname/Family Name:

Title:

Forename/s:

Previous names/surnames/family names:

Address:

Postcode:

Home telephone number:

Mobile telephone number:

Fax number:

Email:

Work telephone number:

May we call you at work? YES NO

National Insurance Number:

Please give dates/times when you will NOT be available for interview e.g. holidays.

Please give details of any pension scheme to which you belong.

2. Current or most recent employment

Please give details of your present or most recent employment.

Job title:

From: DD/MM/YY

To: DD/MM/YY

Notice required:

Current salary and grade:

Employer's name and address:

Telephone number:

Brief description of current duties and responsibilities:

Reason for leaving (if applicable):

3. Employment history

Please list below your employment history starting with the most recent. Include details of voluntary work, employment on a temporary contract or via an employment agency (including with Wandsworth Council). **You must account for all your time since leaving school and give details of any gaps in employment below.** Please continue on a separate sheet if necessary and attach to your form.

From: DD/MM/YY Position:
To: DD/MM/YY Duties:
Employer's name and address:
Telephone number: Reason for leaving:
Salary (on leaving):

From: DD/MM/YY Position:
To: DD/MM/YY Duties:
Employer's name and address:
Telephone number: Reason for leaving:

From: DD/MM/YY Position:
To: DD/MM/YY Duties:
Employer's name and address:
Telephone number: Reason for leaving:

From: DD/MM/YY Position:
To: DD/MM/YY Duties:
Employer's name and address:
Telephone number: Reason for leaving:

From: DD/MM/YY Position:
To: DD/MM/YY Duties:
Employer's name and address:
Telephone number: Reason for leaving:

Periods of Non-Employment

Please indicate nature/reasons for any periods of non-employment including relevant dates (DD/MM/YY)

6. Further information on knowledge, skills, abilities and experience

Please use this space, with separate sheets attached as necessary, to tell us how you meet the job requirements that are listed in the person specification.

You must address ALL the items in the list to enable us to assess your suitability to be shortlisted and put forward for the selection process

You must supply evidence of your strengths and give clear, relevant examples of your experience, skills and knowledge when addressing each requirement. Your evidence may include skills and experience gained in employment, voluntary work, community or leisure activities.

Do not attach a CV as it will not be considered

7. Referees

Please provide full details of two referees: one must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishment that you attended and / or the manager of a voluntary group for whom you have worked.

Please note: The Council reserves the right to seek a reference from any previous employer / school / college or university and take up more than two references.

We may wish to take up references prior to interview.

If you are shortlisted:

May we contact your first referee prior to interview?

YES NO

May we contact your second referee prior to interview?

YES NO

Name of referee:

Job title:

Organisation:

Address:

Date of employment/study. From: DD/MM/YY To: DD/MM/YY

Relationship with referee (e.g. line manager):

Telephone number:

Fax number:

Email:

Name of referee:

Job title:

Organisation:

Address:

Date of employment/study from: DD/MM/YY To: DD/MM/YY

Relationship with referee (e.g. line manager):

Telephone number:

Fax number:

Email:

8. Relationship

Are you related to, or do you have a friendship* with or close personal/business association with, any Councillor OR any employee of Wandsworth Council? YES NO

If YES please complete this section. You may attach an additional sheet if necessary.

Councillor's name:

Relationship:

Employee's name:

Position:

Relationship:

*Please refer to the guidance note on the Wandsworth jobs site.

9. Employment Restrictions

a. Visa

Are there any restrictions or conditions affecting your ability to take up or remain in employment in the UK? E.g. do you require a work permit? Are you a highly skilled migrant or a working holidaymaker? YES NO

If YES, please give details (including, if you are already in the UK, details of your current employer, visa/leave to remain, expiry date, certificate of sponsorship number and tier under which you are employed)

b. Working time regulations

If you are offered this job will you have any other paid work? YES NO

If YES, please give the following details:

Employer(s):

Address:

Telephone number:

Nature of work:

Date employed from: DD/MM/YY

To: DD/MM/YY

Number of hours per week:

Working times/days:

Are these arrangements subject to change e.g. shifts?

YES NO

If YES please give details:

10. Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Providing any misleading or false information to support your application or canvassing Councillors or staff of the Council directly or indirectly for an appointment will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph.

DATA PROTECTION ACT 1998

I understand that the information given on this form will be used by the employer, Wandsworth Council for:

- the purpose of processing my application for employment,
- monitoring the Council's employment policies; and if my application is successful,
- recording information relevant to my employment.

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined by Section 2 of the Data Protection Act 1998. I hereby consent to the processing by the Council for the purposes set out above of all information given by me including such information as constitutes sensitive data.

Signature of Applicant:

Date:

Please note: if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

Wandsworth Council Application

Equal Opportunities: Recruitment Monitoring Form

To make sure that recruitment and selection is being carried out fairly and to help check that the Council's Equal Opportunities in Employment policy is working, the Council records the race, gender, disability and age of people who apply for its jobs. The policy is set out in full overleaf.

You are asked to answer the following questions. Thank you for your assistance.

Position applied for:

Post reference number:

Surname/Family name:

Forename/s:

Gender: Male Female Date of birth: DD/MM/YY

Please state how you found out about this post:

1.Publication (please state which one):

2.Internet (please state which site or search engine):

Are you currently employed by Wandsworth Council? YES NO

1. White

British Irish Any other White background e.g. European:
(Please specify)

2. Mixed

White and Black Caribbean White and Black African
 White and Asian Any other Mixed background:
(Please specify)

3. Asian or Asian British

Indian Pakistani Any other Asian background:
 Bangladeshi (Please specify)

4. Black or Black British

Caribbean African Any other Black background:
(Please specify)

5. Chinese or other ethnic group

Chinese Any other:
(Please specify)

DISABILITY

The Council is keen to encourage disabled people to apply for jobs at the Council.
The following information is sought for three reasons:

- i. to underpin our commitment to the 'Disability Symbol' - in particular we need to make sure that disabled applicants are shortlisted if they meet the minimum criteria - those listed as 'essential' on the person specification;
 - ii. for monitoring purposes; and
 - iii. to determine any help you may require at the selection stage.
- a) Do you consider yourself to have a disability which is defined in the Equality Act 2010 as 'a physical or mental impairment and the impairment has a substantial and long-term adverse effect on a persons's ability to carry out normal day-to-day activities'?
- YES NO

If YES please indicate the nature of your disability:

- b) Is there anything we need to know about your disability in order to ensure that the selection process is fair for you?
- YES NO

If YES please give details:

Please return the completed form together with your application form.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

This Council operates the following Equal Opportunities in Employment policy which has been jointly agreed with representatives of its staff:-

“It is the policy of the Council that there be equal opportunity for employment in its service and equable terms and conditions for all staff, and that all employees be recruited, trained and promoted on the basis of their ability, their fitness for the work and the requirements of the job.

The Council instructs the Chief Executive and each Director, manager, supervisor or other officer with duties on behalf of the Council as employer and all employees –

- a) to ensure that the terms of the Equality Act 2010 and this Policy are observed, and that no unlawful discrimination is permitted on grounds of religion or belief, colour, race, nationality or ethnic or national origins, marital status, sex, sexual orientation, disability or age, noting that the Council’s normal retirement age is 65 and its normal age limit for job applicants is also 65; and
- b) to ensure a positive attitude towards equality of opportunity and the administration of staff policies to that end.

Directors are instructed to ensure that the terms of this policy are communicated to each employee, with guidance in the use of the Council’s harassment procedure or grievance procedure as a means of making any complaint of discrimination or failure to accord equality of opportunity.”
