# Application form

# Guidance notes – Form 1

# Thank you for considering working for us. We want to choose the best person for the job, no matter what their sex, race, disability, sexuality, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of employment and qualifications only so we can confirm your work history. We do not use this information for any other purpose. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

# Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

# We use part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the conditions for the post, we may not be able to interview you. If you want to attach a CV to support your application, either instead of filling in part B or as well as filling in part B, please make sure it covers all the information we have asked for. If you send a CV with your application, you must still fill in parts A and C or we will not consider your application.

Part C of this form is for monitoring equal opportunities only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it. For jobs working with children, young people and vulnerable adults (as well as some other jobs), if we choose you for the job we will also need to contact the Criminal Records Bureau to find out if you have a criminal record. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you fail to fill in a disclosure form when we ask, we will not be able to employ you. You can find more information about this in our ‘Disclosing Criminal Convictions’ policy which we have enclosed with this application form.

If you need this form in another format (in Braille, in large print, on audio tape and so on), please phone the Job Shop at the Civic Centre on 0191 2115205 or e-mail job.shop@newcastle.gov.uk.

# We look forward to receiving your application.

# Application form

**Part A**

|  |  |
| --- | --- |
| Job you are applying for: | Job reference number: |
| Directorate or school: |

### Contact details

|  |
| --- |
| First names: Last name:Address and postcode: Title: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]   Other [ ] (please say which):  .............................................  National Insurance number:  Home phone number:  May we call you at work? Yes[ ] No [ ]  E-mail: Work phone number: |

Special needs

|  |
| --- |
| Would you need us to make any special arrangements if we invited you for an interview, for example providing a sign language interpreter? Yes [ ]  No [ ] If ‘Yes’, please say what. |

**References**

Please provide two references, one of which should be from your present or most recent employer (if you are applying for a job which needs a disclosure from the Criminal Records Bureau, we will take up these references before we interview you).

|  |  |
| --- | --- |
| Name:Address and postcode:Phone number:E-mail:Job title:Relationship to you:Can we contact this person before we interview you? Yes [ ] No [ ]  | Name:Address and postcode:Phone number:E-mail:Job title:Relationship to you:Can we contact this person before we interview you? Yes [ ]  No [ ]  |

### Your right to work in the UK

Are there any restrictions which might affect your right to take up employment in the UK? Yes [ ]  No[ ]

If ‘Yes’, please give details.

|  |
| --- |
|  |

**Sick leave**

How many days’ sick leave from work or education have you had in the last two years?

|  |
| --- |
| **Please give details.****Was any of this absence related to a disability? Yes** [ ]  **No** [ ]  **If ‘Yes’, please give details.** |

# We need our staff to have a good attendance record and we may discuss your previous record at interview.

**Flexible working**

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only? Yes [ ] No [ ]

Would you like us to consider you for other

working patterns (for example, job share, part-time, working in

term-time only and so on)? Yes[ ] No [ ]

### Relationships to councillors, senior officers or governors

|  |
| --- |
| If you have any relationship with any councillor or senior council officer (or, if you are applying to a school, any school governor), please tell us their name and the relationship. |

You must not use your relationships with councillors or senior officers to get a job with us. If you do, we will not consider your application.

### Convictions

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes [ ] No [ ]

If ‘Yes’, please give details.

|  |
| --- |
|  |

### Note: If you are applying for a job which is not covered by the Rehabilitation of Offenders Act (for example, working with children or vulnerable adults), we will ask you to fill in an extra form which includes a question about spent convictions.

### Data protection and data matching

We will use the information on this form to help us employ staff. Because we have a duty to protect public funds, we may need to compare the information you have provided on this form with Housing Benefit records to identify people involved directly or indirectly in benefit fraud.

### Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I deliberately give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

Your signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unless we say otherwise, please send your filled-in application form to the address below. If you are applying to a school, please send your form direct to the school.

**Employee Admin Services**

**Room 505**

#### **Newcastle City Council**

**Civic Centre**

**Newcastle upon Tyne**

**NE99 1FR**

**Part B**

**Education, training and qualifications**

Please give details of any qualifications or work-related training you have achieved (start with the most recent and work back). Please continue on a separate sheet if you need more space.

### Qualifications

|  |  |  |
| --- | --- | --- |
| Place you studied at | Qualification and grade gained | Date achieved |
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### Continuing professional development and training courses you have been on

|  |
| --- |
| Give details of how you have kept your skills up to date. (Continue on a separate sheet if you need more space.) |

**Membership of professional organisations**

Please list any professional organisations you are a member of which are relevant to the job you are applying for. If you are applying for a teaching job, tell us your DFES reference number, whether you have Qualified Teacher Status (you are qualified to teach in England and Wales) and whether you are registered with the General Teaching Council.

|  |  |
| --- | --- |
| Professional organisation  | Level of membership |
|  |  |

**Your current job**

Please tell us about your current job (if you are not currently employed, go to the next question).

|  |  |
| --- | --- |
| Employer’s name and address |  |
| Position held |  |
| Date your employment started |  |
| Main duties |  |
| Main achievements |  |
| Reason for leaving |  |
| How much notice do you have to give?  |  |
| Please tell us your current salary and pay scale. | Salary: Pay scale: |

**Your past jobs**

Please tell us about your previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if you need to.)

|  |  |  |
| --- | --- | --- |
| Employer’s name and address | Position held | Dates and reason for leaving |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

### Skills, knowledge and experience

Using the person specification as a guide, please tell us how you feel you meet the conditions for the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Continue on another sheet if you need to.

**Part C**

## Monitoring equal opportunities

|  |
| --- |
| Name: |
| Job you are applying for: | Reference number: |
| Directorate or school: |

Equality in employment

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

### Sex

Are you: male? female?

### Disability

The Disability Discrimination Act defines a disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities’.

Do you consider you have a disability under this definition? Yes No



# Are you responsible for caring for anyone?

|  |  |  |  |
| --- | --- | --- | --- |
| I am not responsible for caring for anyone. |  | I care for another relative. |  |
| I care for children.  |  | I care for someone else (please say who). |  |
|  |  |  |

##### Which age group do you fit into?

16 to 24 25 to 44 45 to 64 65 to 74

#### **How would you describe your ethnic background?**

|  |  |  |  |
| --- | --- | --- | --- |
| **White:** |  | **Black or black British:** |  |
| British |  | Caribbean |  |
| Irish |  | African |  |
| Any other white background |  | Any other black background |  |
|  |  |  |  |
| **Asian or Asian British:** |  | **Mixed:** |  |
| Indian |  | White and black Caribbean |  |
| Pakistani |  | White and black African |  |
| Bangladeshi |  | White and Asian |  |
| Any other Asian background |  | Any other mixed background |  |
|  |  |  |  |
| **Chinese or other ethnic group:** |  |  |  |
| Chinese |  |  |  |
| Any other ethnic group |  |  |  |

# Marriage or civil partnership – please tick the box which applies to you

Please tick the appropriate box to show which applies to you.

|  |  |  |  |
| --- | --- | --- | --- |
| Married |  | In a civil partnership |  |
| Divorced |  | My civil partnership has been legally ended |  |
| Widowed  |  | Single |  |

### How would you describe your sexuality?

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  |  Gay woman or lesbian |  |
| Gay man |  | Bisexual |  |
| I would rather not say. |  |  |  |

#### **How would you describe your religion and beliefs?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Christian (Church of England, Catholic, Protestant and other Christian denominations) |  |
| Hindu |  |
| Muslim |  | Other |  |
| Sikh |  | No religion |  |
| Jewish |  | I would rather not say. |  |

### Where did you find out about this vacancy?

|  |  |  |  |
| --- | --- | --- | --- |
| Our jobs bulletin |  | Website |  |
| Local press |  | National press |  |
| Other (please say which) |  |  |
|  |  |

**People who already work for us**

Do you work for us? Yes No

If ‘Yes’, would this job be promotion for you? Yes No