

Employment Application Form

The Basildon Centre, St Martin's Square, Basildon, Essex SS14 1DL. Tel: 01268 294117 www.basildon.gov.uk (Please refer to the guidance notes on page 4 before completing)

Please note that only those applications accompanied by a signed Pre employment declaration form will be considered for shortlisting. (Please see Pre Employment Vetting Declaration details included within the information pack)

| |
|-------------|
| Post Title: |
|-------------|

| | |
|-------------------|---------------|
| Reference number: | Closing date: |
|-------------------|---------------|

| Personal Details | |
|--|--|
| First name(s): | Surname: |
| Alias (es): | |
| Address: | Tel (Home): |
| | Tel (Mobile): |
| | Tel (Work): |
| | E-mail: |
| | Are you applying as a Job Share? YES/NO |
| Please state dates NOT available for interview: | |
| If the above address history is less then 3 years please state in the 'additional information' section, your address history that does cover a 3 year period. | |

| Current Or Most Recent Employment | | |
|---|------------------|----------|
| Job title: | Date from: | Date to: |
| Name and address of employer: | Notice required: | |
| | Salary: | |
| | Grade: | |
| Brief description of current or most recent duties: | | |
| Reason for leaving: | | |

For the sections below, please continue on a separate sheet of paper if necessary.

Previous Employment History (most recent post first)

| Employer: | Job title: | Salary/grade: | Date from: | Date to: | Reason for leaving: |
|-----------|------------|---------------|------------|----------|---------------------|
| | | | | | |

Education Including Professional Development e.g. NVQ, Open University etc.

| Secondary School/College/University: | Dates attended: | Qualifications: | Dates obtained: |
|--------------------------------------|-----------------|-----------------|-----------------|
| | | | |

Membership Of Professional Bodies

| Professional body: | Membership status (state whether by examination): | Dates obtained: |
|--------------------|---|-----------------|
| | | |

Training Courses Attended (most relevant)

| |
|--|
| |
|--|

| Mobility (Please complete this section if the Person Specification for the post includes these requirements): | |
|---|--------|
| Do you have a valid driving licence? | YES/NO |
| Do you have access to a vehicle which you are able to use for work purposes? | YES/NO |

Additional Information

The information you provide in this section will be used in assessing your application. State your reasons for applying and explain how you match the person specification. **Please read the guidance notes overleaf before completing this section.**

Please continue on a separate sheet of paper if necessary.

References

All applicant offers of employment with the Council are subject to the receipt of satisfactory references covering the previous **5 years with at least 2 references** including their current / most recent employers, along with proof of the right to work within the United Kingdom, proof of any appropriate qualifications, and a satisfactory medical clearance. Please note that references will not be accepted from members of your family. **Please note that if you are applying for a regulated post, the Council will always contact the employer that you last worked for where you had regular contact with vulnerable groups. If this employer is more than 5 years ago and is not within your last two employers, please can you ensure that this information is include within your application.** (Please continue on a separate sheet of paper if necessary)

Name and address:

Name and address:

Position/Relationship:

Position/Relationship:

Telephone number:

Telephone number:

E-mail address:

E-mail address:

Are you willing for your present employer to be approached before interview?

YES/NO

In line with the Equality Act 2010, the Council will not request medical /health related information prior to an offer of employment being made.

Personal Reference

Please complete this section if you are applying for a post that the Council has classified as a regulated post, please see advert or Job Description for details. Please note that references will not be accepted from members of your family.

Name:

Relationship

Address:

to referee:

Telephone

number:

E-mail

address:

General Information

Are you related to any Councillor or employee of the Council?

YES/NO

If yes, please specify:

Any candidate who directly or indirectly canvasses a Member or Officer of the Council will be disqualified. The Council does not bind itself to appoint any applicant.

Where did you see this vacancy advertised?

Criminal Records

Rehabilitation of Offenders Act 1974

1. If you are applying for a post classified as exempt from the Rehabilitation of Offenders Act 1974, you must state whether or not you have any convictions, criminal charges or summonses pending against you.
2. If the post you are applying for is not exempt, then you may regard certain convictions as spent.
3. The successful candidate will be required to provide their written approval for the Council to contact the Criminal Records Bureau for additional information. The successful applicant will be sent the necessary paperwork to allow a check to take place.

Have you been convicted of any criminal offences?

Yes No

If you have answered 'Yes' to the above question please give details including dates and sentences, if applicable, in the 'additional information' section (you only need to declare any convictions or cautions if you are applying for a post involving direct provision or management of services to vulnerable clients).

Working with Children and Vulnerable Adults

Basildon Council is committed to ensuring that its policies and procedures are consistent with Essex Safeguarding Children Board guidance. This guidance will help to minimise the risks to vulnerable groups, including children, and to ensure that the Council safeguards the health and well-being of its Service Users.

If you are applying for a post that involves contact with children or vulnerable adults, or if the post has been defined as "regulated" by Basildon Council under the Safeguarding Vulnerable Groups Act 2006, this will be marked on the advert and/or within the Job Description, the post will be exempt under the Rehabilitation of Offenders Act 1974. This will mean that you must declare all criminal convictions and any criminal charges or summons pending against you and answer the following questions:

Have you ever had any allegations, disciplinary or capability proceedings brought against you relating to the treatment of children?

Yes No

If 'Yes', please give details in 'Additional Information' section.

I know of no reason why I should not work with children/vulnerable adults.

Agree Disagree

If you selected 'Disagree' above, please give details in 'Additional Information' section.

Data Protection Act 1998

I understand that by signing this form I am giving my consent for the information contained therein to be recorded and made available by Basildon Council to internal departments for the process of recruitment selection. The personal information contained within this form will be held securely and in accordance with

the Data Protection Act for a period of one year after my application is submitted then disposed of securely and confidentially.

Guidance Notes

Decisions regarding which candidates are selected for an interview are based on the information you provide in your application form. Selectors are unable to guess or make assumptions on skills and experience you may have.

Therefore please think carefully before completing your form.

- Consider the advert, job description, person specification and any other information carefully.
- Think about your skills and experience in relation to the advert, job description and selection criteria.

How can you show you have the skills, knowledge and experience necessary?

- Your application form will need to show the appropriate skills, interest and experience you have gained.
- Remember that unpaid work at home or in the community can be just as valuable as paid work.
- If you have experience of supervising or managing staff, explain your experience and how many people you supervised.

Always:

1. Do a rough draft first so that you avoid mistakes and repetitions on your application form.
2. Check that dates are correct and in the right order.
3. Complete the form in black ink, using a ball-point pen or type the form if preferred.
4. Keep a photocopy of the application form for your own records.
5. Forward the application form to the address below before the closing date.

Please sign and date this declaration

The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application of future employment. Such information includes details relating to my health, any criminal record and suitability for employment at the Council.

I agree to Pre-Employment checks

I disagree to Pre-Employment Checks being carried

Signature:

Date:

Please Note: Candidates to be called for interview will be notified within 15 working days after the closing date. Should you not hear from us within 6 weeks, you should assume that on this occasion you have not been successful.

Please ensure that you have included:

- a signed declaration agreeing to Pre Employment vetting
- a completed Working time Directive Form

WHEN COMPLETED, PLEASE RETURN TO:
Basildon Borough Council Recruitment
Human Resources, St. Martin's Square, Basildon, Essex.
SS14 1DL



STRICTLY CONFIDENTIAL: Recruitment Monitoring Form (office use only)

STRICTLY CONFIDENTIAL: Recruitment Monitoring Form (office use only)

As an equal opportunities employer, the Council is committed to monitoring the effectiveness of its employment policies. This is endorsed by the Equality and Human Rights Commission. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. The information you provide below will be treated in strict confidence in line with the Data Protection Act and will be used only for statistical monitoring purposes.

Post title:

Reference no:

Surname:

Initial(s):

National Insurance number:

Date of Birth: / /

1. Gender: At birth were you described as?

(please tick box)

Male

Female

Intersex

Prefer not to say

Which of the following describes how you think of yourself?

Male

Female

In any other way

2. To which of the following ethnic groups do you consider you belong?

Choose one section from (a) to (e) then tick the box to indicate your cultural background.

(a) White

British

Irish

Gypsy/Traveller

Any other White background (Please write below)

(b) Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background (please write in below)

(c) Black or Black British

Caribbean

African

Any other Black background (please write in below)

(d) Chinese or other ethnic group

Chinese

Any other ethnic background (please write in below)

(e) Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please write in below)

(d)

Prefer Not to Say

Continued on next sheet

3. How would you describe your sexual orientation?

| | | | |
|--------------------------|-------------------|--------------------------|--------------|
| <input type="checkbox"/> | Lesbian Woman | <input type="checkbox"/> | Gay Man |
| <input type="checkbox"/> | Bisexual | <input type="checkbox"/> | Heterosexual |
| <input type="checkbox"/> | Prefer Not to say | <input type="checkbox"/> | |

4. How would you describe your religion?


| | | | | | | | | | |
|--------------------------|--------|--------------------------|----------|--------------------------|---|--------------------------|------|--------------------------|--|
| <input type="checkbox"/> | None | <input type="checkbox"/> | Buddhist | <input type="checkbox"/> | Hindu | <input type="checkbox"/> | Sikh | <input type="checkbox"/> | Christian (including C of E, Catholic, Protestant and all other Christian denominations) |
| <input type="checkbox"/> | Jewish | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Any other religion or belief? (please write here) | | | | |

5. Equality Act 2010

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport.

The Council is participating in the positive action,  to assist disabled applicants in obtaining employment, this is where applicants meeting the minimum criteria of the role will be selected for interview.

This section is voluntary, and you do not have to complete this section if you do not wish to do so. This positive action applies if you have an impairment which has a long term and adverse effect on your ability to carry out day to day functions.

I have a disability as defined within this section and I would like to participate in the  positive action scheme. (please circle) YES NO

Basildon Council is committed to removing barriers to employment for people with disabilities.

6. To which age band do you belong? (tick one box only).

| | | | | | | | | | | | |
|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|-------|
| <input type="checkbox"/> | 16-19 | <input type="checkbox"/> | 20-24 | <input type="checkbox"/> | 25-29 | <input type="checkbox"/> | 30-34 | <input type="checkbox"/> | 35-39 | <input type="checkbox"/> | 40-44 |
| <input type="checkbox"/> | 45-49 | <input type="checkbox"/> | 50-54 | <input type="checkbox"/> | 55-59 | <input type="checkbox"/> | 60-64 | <input type="checkbox"/> | 65+ | | |

Thank you for your co-operation