

Wandsworth Council

Application Form (Confidential)

Please refer to the guidance notes before completing this application form.
Please use black ink or typescript.

Position applied for: _____

Post reference number: _____

1. Personal details

Surname/Family Name: _____

Title: _____

Forename/s: _____

Address: _____

Postcode: _____

Home telephone number: _____

Mobile telephone number: _____

Fax number: _____

Email: _____

Work telephone number: _____

May we call you at work? (please circle) 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. Present or most recent employment

Please give details of your present or most recent employment.

Job title: _____

Start date: _____

Notice required: _____

Current salary/grade: _____

Employer's name and address: _____

Telephone number: _____

Brief description of current duties and responsibilities:

Reason for leaving: _____

3. Employment history

Please list below your employment history starting with the most recent. Include details of (a) voluntary work, (b) employment on a temporary contract or via an employment agency (including with Wandsworth Council). You must account for all your time since leaving school.

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Position held:	Grade and salary:
Employer's name and address:	
Date started (dd/mm/yy):	Date finished (dd/mm/yy):
Brief description of key duties:	
Reason for leaving:	

Periods of Non-Employment
Please indicate nature/reasons for any periods of non-employment including relevant dates (dd/mm/yy)

Please continue on a separate sheet if necessary

8. Referees

Please provide details of two referees, one of whom 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 and/or the manager of a voluntary group for whom you have worked.

Please note: The Council reserves the right to ask you to provide more than two referees.

For posts in the Education and Social Services Departments references will be taken up prior to interview. Other departments may also adopt this approach.

May we contact your referees prior to interview? (please circle) YES NO

Name of referee: _____

Job title: _____

Address: _____

Date of employment/study _____ From: _____ To: _____

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

Telephone number: _____ Fax number: _____

Email: _____

Name of referee: _____

Job title: _____

Address: _____

Date of employment/study _____ From: _____ To: _____

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

Telephone number: _____ Fax number: _____

Email: _____

9. Relationship

Are you related to, or do you have a friendship* with or business connection with, any Councillor OR any employee of Wandsworth Council? (please circle) 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 in the information pack

10. Employment Restrictions

Are there any restrictions affecting your ability to take up employment in the U.K? *(please circle)* YES NO

If YES, please give details:

If you are offered this job will you have any other paid work? *(please circle)* YES NO

If YES, please give the following details :

Employer(s):

Nature of work:

Number of hours per week:

Working times:

Dates required to work:

11. 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 Senior Officers 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

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 and disability of people who apply for its jobs. The policy is set out in full overleaf.

Because of this and for no other reason 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 (*please circle*) Male Female

Please state how you found out about this post:

1. Publication (please state which one):

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

As explained in the Information Pack, the date of birth question has been moved here in light of the introduction of the Employment Equality (Age) Regulations.

Date of birth: ____ / ____ / ____

Please read the following carefully before placing a tick in the appropriate box.

I would describe myself as being the following:

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 interview stage.

(a) Do you consider yourself to have a disability which is defined in the Disability Discrimination Act 1995 as 'a physical or mental impairment which has a substantial and long-term adverse effect on ability to carry out normal day-to-day activities'? (please circle) 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 offer you a fair selection interview? (please circle) YES NO

If YES please give details:

(c) The Council has a long standing policy for managing sickness absence. However, it recognises that some (but by no means all) disabled job applicants may incur disability related absence. As such a 'reasonable adjustment' may need to be considered. To help in the process, could you please indicate below whether or not any of the days and episodes of absence you declared in Section 7 were disability related.

Days:

Episodes:

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 equitable 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 Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Age) Regulations 2006 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;
- (b) to ensure a positive attitude towards equality of opportunity and the administration of staff policies to that end; and
- (c) to communicate the terms of this policy to each employee, with guidance in the use of the Council's grievance procedure or harassment procedure as a means of making any complaint of discrimination or failure to accord equality of opportunity."