

APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)

Job Title:	Post Ref:
To be returned to:	Closing date:
Email: Telephone No:	

IMPORTANT NOTE

Thank you for requesting an Application Form for the above post. Please read the following notes before completing the form. If you require assistance with this form, feel free to contact the address above.

Please:-

- Read ALL enclosed information, particularly the Job Description and Personnel Specification before completing the form
- Complete the form using black/dark blue ink or type for photocopying purposes
- Give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Personnel Specification in the specific sections provided on this form
- Complete the Monitoring Information on the back sheet and sign the declaration
- Use only the two additional information sheets as necessary – we do not encourage the submission of CV's
- Return to the address shown above on or before the closing date

Please note that the Council does not acknowledge receipt of application forms. If you are shortlisted, you will be contacted shortly after the closing date. However, if you do not hear from us in 4 weeks, then please assume that on this occasion you have been unsuccessful.

Your full Name and postal address (please print in block capitals): E-mail:	Telephone No's where you can be contacted. Day: Evening: Mobile: Fax:
	How do you wish to be addressed in correspondence? MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> or OTHER (Please state):

REFERENCES

It is our policy to take up references for those shortlisted. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. If you have not been previously employed, give the name of a responsible person who knows you well, but is not a relative. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.**

Give your former name if different from that above, to ensure we are asking for the correct reference.

Your Former Name and Job Title (if applicable)

NAME OF REFEREE And JOB TITLE or STATUS (e.g. teacher, friend)	ADDRESS FOR CONTACT	MAY WE APPROACH THEM BEFORE INTERVIEW?	
		YES	<input type="checkbox"/>
1 Name: Status: Tel No: Fax No: E-mail:	Post Code:	NO	<input type="checkbox"/>
2 Name: Status: Tel No: Fax No: E-mail:	Post Code:	YES	<input type="checkbox"/>
		NO	<input type="checkbox"/>

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

EDUCATION AND QUALIFICATION DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (CORRESPON)	DATE FROM	DATE TO

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

QUALIFICATION/PROFESSIONAL BODY	LEVEL	DATE ATTAINED	CURRENT MEMBERSHIP STATUS

TRAINING AND DEVELOPMENT

List all relevant training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

COURSE AND TRAINING DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (RESIDENTIAL)	DATE FROM	DATE TO

Do you have a current driving licence? Car M/C HGV class Others:

LANGUAGE SKILLS

Which languages other than English do you speak and/or write? (please tick if fluent)

.....	Speak <input type="checkbox"/>	Write <input type="checkbox"/>	Speak <input type="checkbox"/>	Write <input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate whether you use Sign Language Indicate B.S.L. level

EMPLOYMENT HISTORY

Please give a complete history detailing any breaks in employment.

CURRENT/MOST RECENT EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS		POSITION HELD		DATE		REASON FOR WISHING TO LEAVE
				FROM	TO	
Tel No		Salary/Wage		No Hrs worked		
Brief note of Duties and Responsibilities:						
Length of Notice?						

PREVIOUS EMPLOYMENT Please show full time or part time hours in each case

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	F/T OR P/T HRS	SALARY/WAGE	DATE FROM	DATE TO	REASON FOR LEAVING

Under the requirements of the Asylum and Immigration Act, are you currently eligible to work in the UK? YES NO

ADDITIONAL INFORMATION

Use the space below to show you have the skills, knowledge and experience to do the job (as described in the Job Description and Personnel Specification). You may also wish to include details of home based work, work in the community or with voluntary groups and your leisure interests to support your application. (Use up to two separate sheets as necessary).

EQUAL RIGHTS

As an Equal Rights employer the Council seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community. All applications will be considered on merit. To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

YOUR PERSONAL DETAILS

Are you a current employee of Bradford Council?	<input type="checkbox"/>
---	--------------------------

ETHNIC CLASSIFICATION

I would describe myself as (Please Tick):

Date Of Birth				Age	
Male	<input type="checkbox"/>	Please Tick			
Female	<input type="checkbox"/>				
National Insurance Number					

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any Other White	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any Other Mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any Other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any Other Black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any Other Ethnic Group	19	<input type="checkbox"/>

NOTE: These categories have been recommended to the employers by the Commission For Racial Equality and are being collected to assist the Council to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability as defined above?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Are there any arrangements you would like the Council to make if you are interviewed?

NOTE: The Council has adopted a positive approach to the Equality Act 2010 and it is our policy to interview all people with disabilities as defined in the act, who meet the essential shortlisting requirements of the post as described in the Job Description/Personnel Specification. If you need further information or clarification on these job requirements please contact the Human Resources Department.

JOB SHARING: If this post is full time and it has been advertised as being suitable for Job Sharing, please tell us whether you are applying for a full time post, willing to Job Share, or whether you would consider either: (Please Tick)

Full Time	<input type="checkbox"/>	Job Share	<input type="checkbox"/>	Either	<input type="checkbox"/>
-----------	--------------------------	-----------	--------------------------	--------	--------------------------

If you would like to Job Share this post but are unsure if this is possible, please contact the Department concerned.

ANY CANVASSING WILL DISQUALIFY CANDIDATES

A candidate for any appointment with the Council must state below any known relationship to a Councillor, Co-opted Member, Director or Senior Officer of the Council when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice. **Are you related to any Councillor or Senior Officer of the Council?**

Yes No (If YES, please give details).

I understand that public funds must be protected and so the information I have provided on this form may be used to prevent and detect fraud. The information on this form may be used by the Council for checking to other records held by the Council and may also be shared, for the same purposes, with other organisations which handle public funds. I confirm, that to the best of my knowledge, the information provided on this form is correct and gives a true representation of my qualifications and employment history and agree that this information can be used for monitoring purposes and my consent is conditional upon the Council complying with their obligations under the Data Protection Act 1998.

Signed: _____ Date: _____

Please print your name: _____

HOW DID YOU LEARN OF THIS VACANCY? _____

FOR OFFICE USE ONLY

Date form Received:		Ref.s taken up by:		Telep.		In writing:		Qualifications Checked:		YES	NO
Reason for Rejection (Please tick)			COMMENTS:								
1 Exp	4 Know	7 Skills									
2 Qual	5 Circum	8 Phys									
3 Train	6 Disp	9 Other									