



2004-2005  
Benefits Administration

# CONFIDENTIAL

## Application for Employment

Before completing this application form please see the guidance notes attached.

### POST APPLIED FOR

Post:

Department:

Ref:

### PERSONAL DETAILS

Surname:

Initials:

Address:

Work Telephone:

Home Telephone:

Post Code:

National Insurance Number:

e-mail:

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

### EDUCATION & QUALIFICATIONS

School/University/College

Dates of Attendance

Qualifications/Courses with grades/results

### OTHER TRAINING

Please give details of any training or qualifications not covered in previous sections (e.g. short courses, on-the-job training).

## PROFESSIONAL MEMBERSHIP

If you are a member of any professional body please give details and state how membership was gained.

## CURRENT / MOST RECENT EMPLOYMENT

Job Title:

Date Started:

Notice Required:

Salary/Grade:

Date Left:

Employer's Name and Address:

Outline of Main Duties:

## PREVIOUS EMPLOYMENT

Employer's Name and Address

Dates from/to:

Position:

Reason for Leaving:

Please give details of any gaps in your employment history

## HEALTH

Please give the approximate number of days absent and the number of occasions taken due to sickness, over the last 2 years.

Number of Working Days Absent

Number of Occasions

## DRIVING

This Section should only be completed when applying for a post where driving is required or where a car allowance is paid.

Do you hold a current driving licence? Yes  No

If so, what type? CAR / PSV / LGV / MOTORCYCLE / FULL / PROVISIONAL (please circle your answers)

Do you have any current / pending driving endorsements or convictions? Yes  No

If Yes, please give details:

## ADDITIONAL INFORMATION

In this section please refer to the job outline and person specification. Describe how you meet the requirements. You may include voluntary work that may be relevant. (Please continue on a separate sheet if necessary.)

## MEDIA

Please indicate where you saw this job advertised.

Website:  Blackpool Council  Now People Other (Please state)

Publication:  Internal Bulletin  Blackpool Evening Gazette Other (Please state)

## REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of any criminal offence? No  Yes

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer no to this question even if you have in the past been subject to criminal proceedings resulting in conviction(s).

However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 from the protection. If the post requires a Criminal Records Bureau Disclosure, additional guidelines are enclosed.

## OTHER

Please give details of any relationship to any member of the council (councillor) or any other employee, or if you have or are negotiating a contractual relationship with the council, please specify.

## REFEREES

Please give details of two referees, one of whom should be your present or most recent employer. Do not include elected members of the Council. Note: We may contact any previous employer for a reference.

Name:

Name:

Position:

Position:

Address:

Address:

Telephone:

Telephone:

e-mail:

e-mail:

How long have you known this referee and in what capacity?

How long have you known this referee and in what capacity?

Please tick this box if you do not want this referee to be contacted prior to interview.

Please tick this box if you do not want this referee to be contacted prior to interview.

## DECLARATION

To the best of my knowledge the information I have given on this form is correct and may be used for registered purposes under the Data Protection Act 1998.

I understand that:

- (a) Canvassing of Officers or members of the Council or any Committee, directly or indirectly, for any appointment would disqualify my application.
- (b) The provision of false information may result in disqualification or termination of my employment. Please note that any information submitted on this form may be checked out with referees.
- (c) Under the Rehabilitation of Offenders Act (if it applies to the post which I am applying) failure to disclose any convictions may result in disciplinary action by the Authority.
- (d) Under legislation for the Protection of Children and Vulnerable People, I will be asked to agree to a disclosure being made by the Criminal Records Bureau about the existence and content of a criminal record, if relevant to the post for which I am applying.
- (e) Should I be short listed for interview, I will produce all my original certificates relating to the qualifications listed in the person specification, and evidence to prove my entitlement to work in the UK (see guidance notes). (These guidance notes will be sent out with your letter inviting you to attend an interview.)

**Please note:** We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998. We register the purposes for which we hold information. We will not disclose information about you to anyone other than that described in our registration, unless the Law requires us to do so.

SIGNED:

DATE:

# EQUALITIES MONITORING FORM

(to be separated prior to shortlisting)

All of the information you supply is subject to the Data Protection Act 1998 and will only be used for the purposes of equality monitoring.

Name  Post Applied for (ref)

Date of Birth  Gender (tick one that applies) Male  Female

Do you have a disability? (tick the response that applies) Yes  No

The Disability Discrimination Act Defines "disability" as "a physical or mental impairment that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities"

## What is your Ethnic Group? (Census 2001 categories)

Tick one from the list below.

|   |  |
|---|--|
| <b>White</b>                                | British <input type="checkbox"/><br>Irish <input type="checkbox"/><br>Traveller of Irish Heritage <input type="checkbox"/><br>Gypsy/Roma <input type="checkbox"/><br>Any other white background (please write in): |
| <b>Mixed</b>                                | White and black Caribbean <input type="checkbox"/><br>White and Black African <input type="checkbox"/><br>White and Asian <input type="checkbox"/><br>Any other mixed background (please write in):                |
| <b>Asian or British Asian</b>               | Indian <input type="checkbox"/><br>Pakistani <input type="checkbox"/><br>Bangladeshi <input type="checkbox"/><br>Any other Asian background within Asian or British Asian (please write in):                       |
| <b>Black or Black British</b>               | Caribbean <input type="checkbox"/><br>African <input type="checkbox"/><br>Any other Black background within Black or British Black (please write in):  |
| <b>Chinese</b>                              | <input type="checkbox"/>   |
| <b>Other Ethnic Group (please write in)</b> | <input type="checkbox"/>   |

## How would you describe your religion?

(if you prefer not to answer this question just tick the "declined" box)

Christian  Jewish  Buddhist  Hindu  Muslim

Any other religion or belief system? (Please write in)

No religion  Declined

## How would you describe your Sexual Orientation?

(if you prefer not to answer this question just tick the "declined" box)

Heterosexual  Gay  Lesbian  Bisexual  Declined



## GUARANTEED INTERVIEW SCHEME

We are an Equal Opportunities Employer and are committed to the employment and career development of disabled people. To demonstrate our commitment we are users of the Disability Symbol, which is awarded by the Job Centre Plus. Under this scheme, we guarantee an interview to anyone with a disability who meets the published essential criteria for the job (as found in the person specification in the application pack).

### What we mean by disability

The Disability Discrimination Act 1995, defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

### How to apply

Simply complete the information requested below, sign the declaration and enclose it with your completed application form.

Please use this space to tell us the type of disability you have\*

Please use this space to give us brief details of how it affects you and what assistance you may need for the interview, e.g. access, sign interpreter etc.\*

\* Any information you give will be treated with the utmost confidence by the Human Resource Team. The Appointing Panel will only be advised that you have opted for this scheme and no information will be given to them about your disability.

### Declaration

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

Name..... Job Reference.....

Signature..... Date.....

**Any false declaration of disability to obtain an interview will subsequently invalidate any contract of employment.**

**If you have any concerns, would like more information before completing this form, or require this form in another format, please contact the Equalities Manager (477117) or Human Resources (477253).**

## **Guidance Notes For Job Applicants**

These notes have been designed to assist you by providing information about Blackpool's appointment procedures and about the application form. Please read these notes carefully before completing your application form. The Council is committed to equality of opportunity for all and welcomes applications from all sections of the community.

We intend that no job applicant or employee shall receive less favourable treatment because of his or her gender, marital status, age, colour, race, disability, sexual orientation or by any other condition or requirement, which cannot be shown to be justifiable. Once the recruitment process is completed the data will be stored for a maximum of 6 months and then be destroyed. If you are the successful candidate, your application form and details will be retained as part of your employment record.

### **About the Application Form**

The application form is used both for shortlisting and for reference during the interview process. The information which you supply on the Equalities Monitoring Section of the Application form is kept strictly confidential; it is separated from the application form prior to the commencement of shortlisting and is not seen or used by the shortlisting panel. The information is used for monitoring purposes only and forms no part of the selection process.

### **Guaranteed interview Scheme**

We are an Equal Opportunities Employer and are committed to the employment and career development of disabled people. To demonstrate our commitment we are users of the Disability Symbol, which is awarded by the Job Centre Plus. Under this scheme, we guarantee an interview to anyone with a disability who meets the published essential criteria for the job (as found in the person specification). If you wish to apply under this scheme, please complete the form on the back of the tear-off Equalities Monitoring Form.

### **Completing the Application form:**

1. Read the Job Outline, Person Specification, Advertisement and any other relevant details thoroughly before completing the form. Use the information supplied to make your application relevant to the post. It is important that you use the form to explain how your particular skills/abilities, experience and qualifications compare with those that have been defined in the Person Specification. These documents, particularly the Person Specification, are used as the basis for shortlisting.
2. Complete all sections of the form in black ink or type. A C.V. is not regarded as a substitute but may be attached as an addition to the completed form. If you have insufficient space to complete all your details please continue on a separate sheet(s), mark clearly with your name and the section of the form to which the information applies and attach to your form.
3. Sign the declaration to certify that all the information given is correct. Please note that if you provide false information or deliberately omit any relevant details you will be disqualified from the selection process.

## **The Appointments Procedure**

1. Only Applications received on or before the closing date will be considered.
2. After the closing date, all application forms are passed forward for shortlisting purposes.
3. Shortlisting is carried out by members of the interview panel and is based on an assessment of the information you have provided on your application form against criteria defined on the person specification. Only candidates who meet the essential criteria can be selected for interview. Candidates applying under the Guaranteed Interview Scheme, who meet the essential criteria, will be automatically short-listed.
4. If you are short-listed, you will be contacted and invited to attend for interview. If there are any special arrangements associated with the interview process e.g. tests or presentations, you will be informed accordingly. You are also asked to bring to the interview your original certificates relating to the qualifications listed in the person specification, together with proof of your entitlement to work in the U.K. Guidance notes will be sent out with the letter inviting you to attend an interview.
5. We ask you to provide names of two people who will act as referees in support of your application. Referees may be contacted in writing to provide their references prior to the interview, unless you have indicated otherwise on your application form.
6. If you attend an interview you will normally be informed verbally of the outcome within one week of the selection process being finalised. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will have the opportunity for feedback from the Chair of the interview panel on request.
7. All offers of appointment are conditional upon receipt of satisfactory references, medical clearance, identity documents showing your entitlement to work in the UK and, where appropriate, satisfactory CRB Disclosure.
8. If at any stage of the appointment process you feel aggrieved at the manner in which your application has been dealt with, you should write to the Corporate HR Manager at the address below:

**Corporate HR Manager, Blackpool Council, Westgate House, Squires Gate Lane,  
Blackpool, FY4 2TS**