

Private and Confidential



Application for Employment



Post applied for: .....

Department: .....

Ref No. (official use only) .....

Please complete in type or black pen to aid in photocopying. Please do not enclose a C.V. as it will not be considered. All sections of the form must be completed. Please read the enclosed guidance notes for more information. This form is available in large print, Braille on tape or in electronic format.

Personal Details

Form with fields for Title, Surname/Family name, Home Telephone, Work Telephone, Mobile Telephone, Previous names if applicable, Email address, Initials, National Insurance Number, Address (in Full), Do you require a work permit?, Postcode, Do you hold a full UK driving licence?

Present or most recent employer (this may be paid or unpaid)

Form with fields for Job Title, Present or Final Salary, Name and address of employer, Brief description of job and main duties, Postcode, Telephone number, Start date in this job, End date (if appropriate), Reason for leaving, How much notice do you need to give?

**Employment History**

This may be paid or unpaid. Please put most recent job first. Reason for leaving must be clearly stated. All periods of unemployment or gaps must be explained.

Job Title	Name and Address of employer	From	To	Brief description of duties	Reason for leaving	Salary on leaving

Please continue on a separate sheet if necessary

**Education**

If offered a post you will be asked for original evidence of your qualifications and the Council reserves the right to approach any number of education providers to verify qualifications stated.

**Secondary Education (CSE, GCSE, RSA, A Levels or equivalent)**

Where you studied	Subject	Level	Grade	Date of exam/award

Please continue on a separate sheet if necessary

**Further and Higher Education (Degree, Diploma, BTEC, City & Guilds, NVQ etc, or equivalent)**

Where you studied	Subject	Qualification Gained	Grade	Date of exam/award

Please continue on a separate sheet if necessary

**Professional****Professional Qualifications**

Qualification Gained	Date of examination/award

**Membership/Registration with Professional Bodies**

Professional Body	Membership status	Registration number	Renewal date

## Supporting Information

Please provide additional information in support of your application. You need to read the job description carefully, and then explain how your skills, knowledge and experience fit you for this post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities and training. Please continue on a separate sheet if necessary.

Please continue on a separate sheet if necessary

## References

It is the Council's practice to take up references when applicants are invited for interview. Please provide the name and address of two referees from whom the Council may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer. Otherwise, it must be your most recent employer. Family members, Ex or current partner and close friends are not acceptable referees.

Please note if the position involves working with vulnerable adults or children any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates).

Name	Name
Position	Position
Relationship to you	Relationship to you
Address	Address
Telephone number	Telephone number
Email address	Email address
May we approach if you are called for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach if you are called for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Applicants with a disability

The City of York Council is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Disability Discrimination Act 1995 states that someone is disabled if they have a 'physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities'. We guarantee, under the 'Positive about Disabled People' scheme, an interview for all applicants with a disability who meet the minimum criteria on the person specification.

Please tick if you are a disabled person and are applying on that basis      Yes       No

If you are short-listed we will ask if you require adjustments to make the interview process accessible.

## Declarations

Please provide name(s) below if you are related to or have a personal relationship with any Elected Member or employee of City of York Council?

Name(s):

Relationship:

## Employing people with a criminal record

(For posts involving working with children or vulnerable adults please complete the separate declarations form)

Criminal records are only taken into account when the conviction is relevant. Do not disclose convictions, which are spent under the Rehabilitation of Offenders Act 1974. An 'unspent' conviction will not necessarily bar you from employment as this will depend on the circumstances and background to your offences(s).

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

Nature of offence

Date of conviction

## Job Share

The City of York Council welcomes individuals to apply on a job-share basis. Are you applying for this post on a job share basis?      Yes       No

## Data Protection Act

Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, administration, and statistical purposes.

## Important Information

Appointment is subject to the following: Occupational Health clearance, Criminal Records Bureau Disclosure (if appropriate), satisfactory references, evidence of eligibility to work in the UK, appropriate qualification(s) and membership of relevant professional body (if appropriate).

I understand that canvassing any members of City of York Council in connection with this appointment will disqualify me.

I declare that all the information contained in every section of this application is true to the best of my knowledge and does not omit facts that could have a bearing on selection decisions.

I understand that any appointment is conditional on this declaration and the above checks. I also understand that any incorrect, false or misleading information may make this application void. In addition, I am aware, should this situation occur after I join the employment of City of York Council, I would be liable to disciplinary action that may result in my dismissal.

Signed ..... Print Name: ..... Date: .....

The City of York Council is committed to equality. One of the Council's priorities is "*to ensure that all residents can take part in the life of the city*" which is supported through actions to "*work towards equal opportunities for all*".

Within its Comprehensive Equality Policy the Council aims to:

- develop an approach to equalities that is integrated into our activities, working practices and conditions
- develop a culture within the Council with equality and accessibility at the core of all the Council's work
- work towards eliminating discrimination, victimisation and harassment, ensuring that everyone receives equal consideration when using or seeking to use our services
- create opportunities for representatives of all sections of the community to participate in the work of the Council
- make a commitment to fair recruitment and employment policies.

**Equal Opportunities in Employment  
Confidential**

- 1 Ref. no. (official use only) .....
- 2 Which post are you applying for? .....
- 3 Are you applying for this job on a job share basis? Yes  No
- 4 The grade of job .....
- 5 Department/School (if school based).....
- 6 Are you Male  Female
- 7 Marital Status Married  Separated/divorced  Single  Other
- 8 Do you care for dependants: Children  Elderly  Disabled  Other
- 9 Date of Birth ..... Age.....
- 10 Are you a disabled person? Yes  No
- 11 How would you describe your Ethnic Origin? (please tick)
- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| a Asian or Asian British                    |                          | d Mixed                                     |                          |
| Indian                                      | <input type="checkbox"/> | White and Black Caribbean                   | <input type="checkbox"/> |
| Pakistani                                   | <input type="checkbox"/> | White and Black African                     | <input type="checkbox"/> |
| Bangladeshi                                 | <input type="checkbox"/> | White and Asian                             | <input type="checkbox"/> |
| Any other Asian (please specify)            | <input type="checkbox"/> | Any other mixed background (please specify) | <input type="checkbox"/> |
| b Black or Black British Caribbean          | <input type="checkbox"/> | e White British                             | <input type="checkbox"/> |
| African                                     | <input type="checkbox"/> | Irish                                       | <input type="checkbox"/> |
| Any other black background (please specify) | <input type="checkbox"/> | Other white background (please specify)     | <input type="checkbox"/> |
| c Chinese or other ethnic group             |                          |   |                          |
| Chinese                                     | <input type="checkbox"/> |   |                          |
| Other (please specify)                      | <input type="checkbox"/> |   |                          |
- 12 Where did you see this post advertised? .....

**Declaration of Criminal Records, Convictions and Cautions  
For posts working with children and or vulnerable adults**

**Please answer all the questions and sign the declaration**

1. The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act (1974) as it involves working with children (under 18's) and or vulnerable adults. **This means that you must disclose information about any spent or unspent convictions in applying for this post.** You must also provide any information about cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

2. City of York Council will check through the Disclosure Service provided by the National Criminal Records Bureau. In signing this declaration you will be providing the City of York Council with confirmation of your understanding of the provisions and permission to carry out this check, if you are successful at interview.

3. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

4. Having a criminal conviction will not necessarily exclude you from appointment and any information you supply will be treated as confidential and will not necessarily prejudice your application.

5. Please tick the relevant box

1. Do you have a criminal record? If yes, nature of offence  Date of conviction  Penalty	Yes	No
2. Have you ever been banned from working with children (up to age 18) or vulnerable adults?	Yes	No
3. Have you ever been the subject of any proven/unproven investigation(s), complaint(s) in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?	Yes	No
4. Are you subject to a ban under either the Protection of Children's Act 1999, Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?	Yes	No

If you answer is yes to any of these questions and you are short listed, the panel will discuss this at interview. You may wish to provide documentation concerning these.

Name  
Signed

Date

**Failure to complete and the signing of this declaration, will invalidate your application for this post. Failure to disclose information regarding any of the above and which for other purposes are 'spent' under the provisions of the Act, will normally result in the offer being withdrawn. Dismissal may also happen if we find out any relevant information after we have appointed you.**