



Please complete this Job Application form in **black ink or typescript**, so that, if necessary, it can be photocopied clearly.

APPLICATION FOR POST OF		Surname	
Department	Location	Ref. No.	Initials

PRESENT POSITION

Please give details of your CURRENT post				
Employer Name & Address	Post Title and Main Duties/Responsibilities	Full/Part Time	Salary/Wage	Date Appointed
		Period of Notice Required:		

PREVIOUS EXPERIENCE

Please complete in chronological order (i.e. your earliest job first)				
Employer/Establishment	Post Title & Main Duties/Responsibilities	Salary/Wage Scale/Grade	Full/Part Time	From/To (mth/yr)

Other useful experience e.g. unwaged, voluntary work, family care, study etc	Dates

For posts that require the General Social Care Council (GSCC) or Health Professions Council (HPC) Registration, please complete this section

GSCC	Yes/No
HPC	Yes/No
Registration Number:	

For Teaching posts, Please complete this section

DFES	Ref. No.
Do you have DFES qualified teacher status?	Yes/No
Are you registered with the General Teaching Council (GTC)?	Yes/No

QUALIFICATIONS AND EDUCATION

Please give details of all nationally recognised qualifications

Year of Qualification	Qualification	Subjects	Grade/Level	School/College/University	Full/Part Time

OTHER TRAINING

Please give details of training you have experienced which is relevant to this post

Training/Course Title	Organising Body	Duration	Mth/Yr Completed

ADDITIONAL INFORMATION

Please give your reasons for making this application relating your qualifications, experience and personal attributes to the essential criteria in the person specification. You may also wish to relate your own leisure and spare time interests. If necessary, please continue on a separate sheet and attach it to this form.

PERSONAL DETAILS

Surname		Title
Forenames		
Address	Tel. No. Home Work Mobile	
	E-Mail Address	
Post Code	N.I. Number	

SICKNESS RECORD

If you have been absent from work due to sickness or hospitalisation in the last two years please state the number of days absent, and indicate reasons.

GUARANTEED INTERVIEW FOR DISABLED PEOPLE

If you are a disabled person who meets the essential requirements of the job you can be guaranteed an interview by completing this box (see Recruitment Information Document for definition of disability). **Details of Disability:**

Please let us know about any reasonable adjustments you require to attend for an interview and/or to help you in this job.

DRIVING LICENCE

Do you hold a currently valid driving licence? Yes/No

DECLARATION OF CRIMINAL RECORDS

Please declare any offences, sentences or cautions, reprimands, final warnings (and dates), which are not spent under the Rehabilitation of Offenders Act. You are advised to disclose any charges, which are or may be pending. (See guidance note in Recruitment Information Document)

Some posts (identified in the Person Specification) require a Disclosure form to be completed and for you to declare all spent cautions and convictions with your application.

Please give details of relationship to any Councillor or employee of the County Council.

REFEREES

Please give details of two referees, one of whom should be your present/most recent employer.

Please note: No appointment will be made without first taking up at least one reference.

Current Employer Previous Employer
 Personal Character Reference
 Name & Title
 Position
 Address

Current Employer Previous Employer
 Personal Character Reference
 Name & Title
 Position
 Address

Post Code

Tel. No.

Fax No.

E-Mail

May this referee be contacted without further authority from you? Yes/No

Post Code

Tel. No.

Fax No.

E-Mail

May this referee be contacted without further authority from you? Yes/No

To the best of my knowledge the information given on this form is correct.
 I understand that canvassing or giving false information will disqualify my application.

Signed: _____ Date: _____

EQUAL OPPORTUNITY POLICY: Warwickshire County Council is committed to bringing about equal opportunities in its employment.

Please complete and return our Equal Opportunity Monitoring Form. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunity Policy.