

Confidential: PROTECT

Job Application Form

We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

- Please read the instructions carefully and ensure you understand all of the questions being asked.
- Ensure you clearly demonstrate how you meet the person specification of the role in the Application Questions section providing examples to support your application.
- Submit this form prior to the closing date and time along with an Equality Details Form, as any incomplete applications or those submitted after this point will not be considered.
- This form should not be provided electronically.

This form is available in other formats on request.

Vacancy Details

Position Title			
Directorate		Ref. Number	

Your Details

Forename(s)			
Surname(s)		Title (e.g. Mr, Mrs)	

Advertisement Details

How did you first hear about the job you are applying for?

Job Application Form

Guidance Notes

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitae (CVs) / Resumes alone. We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

Additional Information

This is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

Declaration of interests and relationships

We ask all potential employees to inform us of any relationships to councillors, school governors or employees. We have to do this to ensure that everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family work for a relevant voluntary organisation.

Confirming the outcome of an application

Due to the number of applications, it is not possible to respond to them all. As a result you should assume that you have been

unsuccessful if you have not heard from us within 4-weeks of the closing date for the given job. We know this is not ideal but hope you can understand why we do this. If you are successful, we will contact you to confirm the outcome of all additional steps of the application process, as the numbers involved are far less.

Pre-employment Checks

If you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include; references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination. Depending on the nature of your role, you will likely have to undergo a Criminal Records Bureau check.

Politically restricted positions

Some positions are identified as politically restricted on the job description. This is due to the law which states that elected members (councillors) of a local authority (council) cannot also work for that local authority as an employee. In addition, senior managers in a local authority (council) cannot participate in political activity.

Retirement at 65 years of age

We welcome applications from all ages, but we have a retirement policy requiring retirement at 65 years of age, which is only extended in exceptional circumstances. As a result, any applications from candidates near to or aged 65, or above, will not be considered for permanent positions. Instead, such applications will only be considered for a fixed-term position.

Please submit this form to the address given on the advertisement. However, if you require assistance or do not know where to submit this form, please contact;

Recruitment Centre
Warwickshire County Council
Wedgnock House
Warwick CV34 5AP

Tel.: 0845 1550 987 or 01926 418125

If posting this application please ensure the correct postage is paid.

Job Application Form

Personal Details

Forename(s)							
Surname					Title (e.g. Mr, Mrs)		
Previous Surname (if applicable)							
Preferred Name (if applicable)							
National Insurance Number							

Contact Details

Address		Daytime Tel. No.	
		Evening Tel. No.	
Post Code		Mobile Tel. No.	
Email Address*			
<i>*if provided this will be used for future correspondence.</i>			
If you wish to provide a second address, please do so on a separate sheet and provide an explanation e.g. term-time only, and tick here if you do so			<input type="checkbox"/>

Employment Details

Dates		Employer Name and Address	Job Title & Main Duties (Please state Full or Part Time)	Reason for Leaving
From	To			
If required, continue on a separate sheet and tick here to confirm you have done so				<input type="checkbox"/>

Job Application Form

Memberships

Please provide details of any memberships you have with any organisations, which are relevant to the job you are applying for.

<input type="checkbox"/> General Social Care Council (GSCC)	<input type="checkbox"/> Health Professions Council (HPC)
<input type="checkbox"/> Department for Education (DfE)*	<input type="checkbox"/> General Teaching Council (GTC)
<input type="checkbox"/> Other (please specify here)	
*If DfE, do you have Qualified Teacher Status	Yes <input type="checkbox"/> No <input type="checkbox"/>

Details of Education & Qualifications

Please provide (starting with the most recent) your education and other qualifications.

Courses attended / Qualification / Subjects	Grade / Level	School, College or Training Provider	Year Completed

If required, continue on a separate sheet and tick here to confirm you have done so

Details of Training and Skills

Please provide (starting with the most recent) any courses that you have undertaken and which are relevant to the job you are applying for.

Course Title	Result	Year Completed

If required, continue on a separate sheet and tick here to confirm you have done so

Job Application Form

Application Questions

Please provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Please continue on another sheet of paper if required.

Job Application Form

Application Questions Continued

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If required, continue on a separate sheet and tick here to confirm you have done so

Job Application Form

Reference Details

Please give details of two referees, one of which must be your current or most recent employer. References will not be accepted from relatives or friends and no appointment will be confirmed without first taking up references.

Referee 1 - Current / Most Recent Employer or Educational Establishment

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	
Job Title			
Organisation			
Address			
Post Code		Tel. No.	
Email Address			
Can we seek this reference without further consent from you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Referee 2 – Employment, Education or Character

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	
Relationship			
Job Title			
Organisation			
Address			
Post Code		Tel. No.	
Email Address			
Can we seek this reference without further consent from you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Relationships

Are you related to, or have a personal relationship with, a Councillor, Governor or Employee of the County Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If YES, please provide details, including the name, position and relationship.</i>		

Job Application Form

Disability Requirements

We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require to attend for an interview and/or to help you in this job.

Do you require reasonable adjustments for your interview? Yes No

If YES, please specify below

Criminal Convictions

Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? Yes No

If YES, please provide details below.

Please note: if you are applying for a post which requires a CRB check all convictions remain unspent and you must declare them.

Declarations

With this application, I hereby consent to the information within this form being processed and retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature

Date