



Confidential – please type this form or complete it using black ink

Section 1 Job details

Application for post of:

Directorate:

Section or team:

Ref number:

Grade:

Closing date:

Section 2 Personal details

Title (Mr, Miss, Mrs, Ms, other):

Surname:

Forename(s):

Previous surname:

Address:

Postcode:

Telephone numbers

Daytime:

Evening:

Mobile:

Email address:

Section 3 Present or last employer

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

If this is your last employer, please state why you left:

If this is your present employer, please state why you are applying for the post:

Section 4 Previous employment

Please provide details of **all** your previous employment, **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed.

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

Reason for leaving:

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

Salary:

Main duties and responsibilities:

Period of notice:

Reason for leaving:

Name of organisation:

Contact name:

Telephone number:

Address:

Email address:

Dates from:

to:

Grade:

Position held:

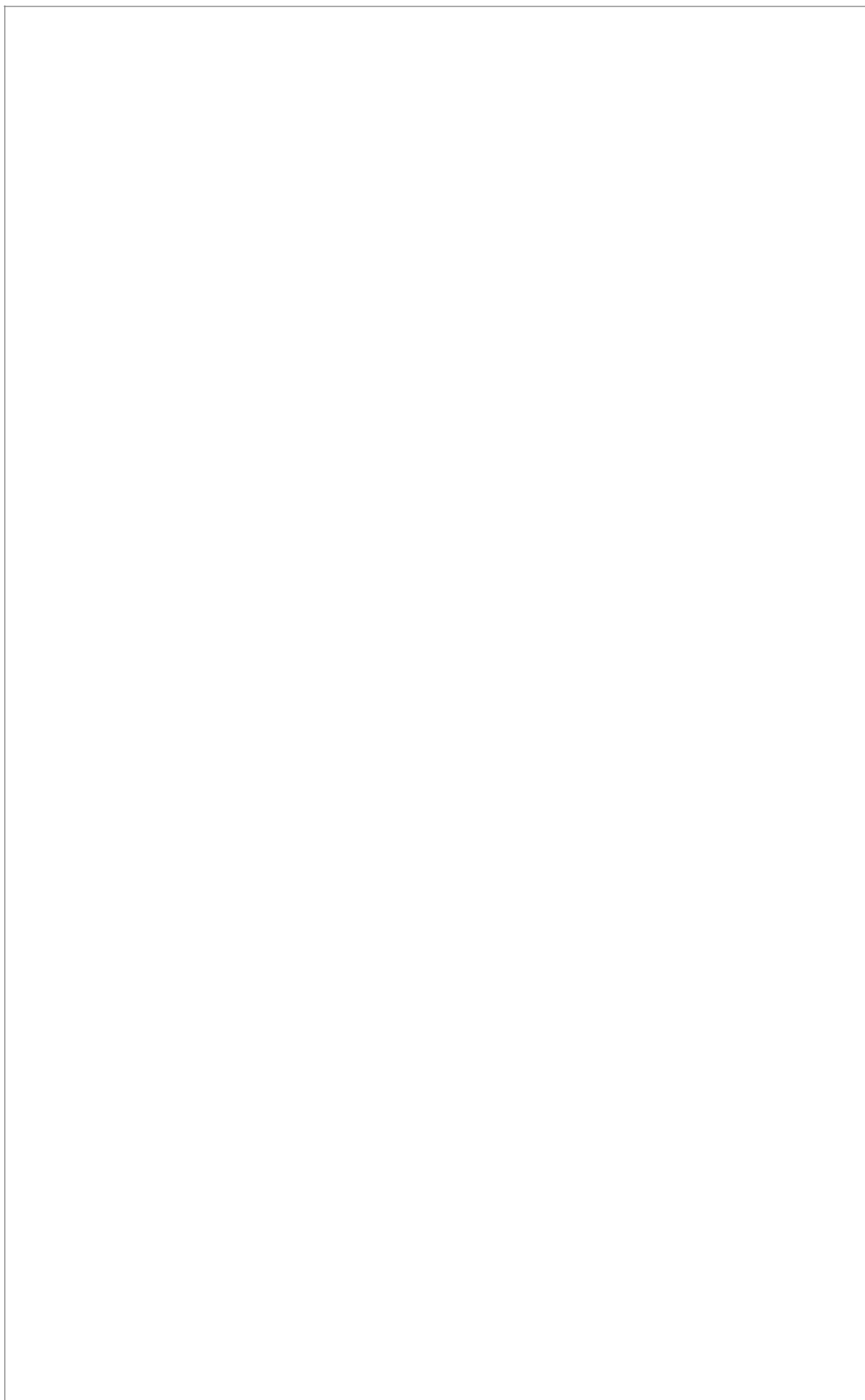
Salary:

Main duties and responsibilities:

Training – please give details of any training and development activities you have completed that you feel are relevant to your application. Continue on a separate sheet if needed.

| Training activity | Duration | Date |
|-------------------|----------|------|
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |

Section 7 Other relevant skills and knowledge – please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Continue on a separate sheet if needed.



Section 8 Criminal convictions

Even though you are required to disclose any 'unspent' criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.

Do you have any unspent convictions?

Yes

No

If you have said 'Yes' above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.

You are required to give details of **all** criminal convictions even if they are 'spent' for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below.

Do you have any 'spent' convictions?

Yes

No

If you have said 'Yes' above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.

Section 9 Immigration, Asylum and Nationality Act 2006

Are you subject to immigration control? Yes/No

Do you need a certificate of sponsorship to work in the UK? Yes/No

Section 10 Referees

Please supply the names and addresses of two people who are not related to you who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. **You should not ask elected members of the council (councillors) or a relative to be a referee.** Please tick the box if you do not wish us to contact your referees before an offer is made.

First referee's details

Second referee's details

Name

Name

Job title

Job title

| | |
|------------------|------------------|
| Organisation | Organisation |
| Address | Address |
| Telephone number | Telephone number |
| Email address | Email address |
| Reference type | Reference type |
| Employer | Employer |
| Education | Education |
| Character | Character |

Section 11 Administration

Where did you see the post advertised?

If you are related to or in a relationship with an elected member of the council (councillors) or an employee of the council, please give details here.

If the job you are applying for requires you to travel, please answer the following two questions.

1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points.

| | | | | |
|-------------|------|---|-------|------|
| Provisional | Full | Eligible to drive a minibus (category D1) | Other | None |
|-------------|------|---|-------|------|

Details of endorsements or penalty points.

| | |
|---|---|
| 2. Do you have regular access to a car? Yes No | If you do not have regular access to a car, can you provide alternative mobility? Yes No |
|---|---|

Data Protection Act 1998 – we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it.

Entitlement to work in the UK - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).

Declaration - I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any councillor or employee of the council or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal.

| | |
|------|------|
| Name | Date |
|------|------|

If you return this form by email without a signature, we will assume that you have accepted the declaration.



Knowsley Council

Section 12 Equal opportunities monitoring – we will keep this information separate from your application form and those responsible for short listing or interviewing applicants will not see it.

We believe that the decision to appoint should be based upon the requirements of the job and whether an individual's skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant's ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. We will keep the information on this section confidential. If your application is unsuccessful, we will hold the data for six months and then destroy it.

| | | | | |
|---|------|------------------|--------|-------------------|
| Surname | | Forename(s) | | |
| Ref number | | Post applied for | | |
| Grade | | Hours | | |
| Salary | | Date of birth | | |
| Gender – please tick | Male | | Female | |
| Disability – we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process. | | | | |
| Do you consider yourself to have a disability? Please tick | | Yes | No | Prefer not to say |
| Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details. | | | | |
| Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details. | | | | |
| Ethnic monitoring - the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census. | | | | |
| White | | | | |
| A1 English, Welsh, Scottish, Northern Irish, British | | | | |
| A2 Irish | | | | |
| A3 Gypsy or Irish traveller | | | | |
| A4 Any other white background. Please provide details. | | | | |
| Mixed or mixed British | | | | |
| B1 White and black Caribbean | | | | |
| B2 White and black African | | | | |

| | | | |
|---|--|-------------------|--|
| B3 White and Asian | | | |
| B4 Any other mixed or multiple ethnic background. Please provide details. | | | |
| Asian or Asian British | | | |
| C1 Indian | | | |
| C2 Pakistani | | | |
| C3 Bangladeshi | | | |
| C4 Chinese | | | |
| C5 Any other Asian background. Please give details. | | | |
| Black, African, Caribbean or black British | | | |
| D1 African | | | |
| D2 Caribbean | | | |
| D3 Any other black African or black Caribbean background. Please give details. | | | |
| Other ethnic group | | | |
| E1 Arab | | | |
| E2 Any other ethnic group. Please give details. | | | |
| Prefer not to say | | | |
| Religious belief – how would you describe your religion or belief? Please tick or provide details where appropriate. | | | |
| Buddhist | | Muslim | |
| Christian | | Sikh | |
| Hindu | | No religion | |
| Jewish | | Prefer not to say | |
| Other belief. Please give details. | | | |
| Country of birth | | | |
| | | | |

You may submit your application and equal opportunities monitoring form by post addressed to **[INSERT SCHOOL ADDRESS]**