



Thank you for your interest in working with us. With this form are the Job Description, Person Specification, the Fair Deal for Job Applicants and the Equality and Diversity Policy Statement. Please complete this form and return it to the address on the back.

If you cannot do so because of disability you may apply on audio cassette tape or by curriculum vitae.

VACANCY DETAILS			
Department			
Job Title			
Reference No.	Location		
YOUR DETAILS – Please write or	type in black ink		
Surname/Family Name	Previor	us Surnar	ne
Forename/Personal Name	orename/Personal Name Preferred Name		Name
Home Address			
		Pos	stcode
Telephone number where you can be	e contacted: Daytime		Evening
e-mail address			
	Nationa	al Insuran	ice No
PRESENT/MOST RECENT EMPLOYMENT DETAILS			
Name of Employer			
Address			
Date employment began	E	Ended	
Job Title			Salary/Wage £
Period of notice you must give			

EDUCATION			
Examinations/Qualifications Include those to be taken and non-examined courses, e.g. NVQ's	Awarding Body/ Institute	Date of Qualification	Grades

RELEVANT TRAINING (including In-Service Training)			
Course Title and Brief Description	Dates		

GIVE BRIEF DETAILS OF DUTIES AND RESPONSIBILITIES OF YOUR PRESENT OR MOST RECENT POST

Your reason for leaving ?

PREVIOUS EMPLOYMENT (most recent first)				
From	То	Job Title	Employer	Reason for
Month/Year	Month/Year			Leaving
			1	

EXPERIENCE & ACTIVITIES WHICH REFLECT PERSONAL QUALITIES

Please give details of any relevant experience. Include voluntary work, community work, helping others to deal with service providers, helping with family business and relevant skills which support your application. (Continue on a separate page if necessary.)

CURRENT MEMBERSHIP OF PROFESSIONAL BODIES

(Please state grade of membership and date attained.)

INTERVIEW ARRANGEMENTS

If called for Interview, do you have any particular needs (such as a BSL Signer?)

DRIVING (Only complete this section if driving is referred to in the Person Specification.)

Have you a current driving licence?

YES/NO Type/Classification

Do you have any current endorsements?	YES/NO	If YES, give details
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Do you have regular use of a car or motorcycle?

REFERENCES

References must be provided for the whole period of three years preceding commencement of employment with Dudley MBC. If you are currently in employment, please give present employer. If you are unable to provide references for a complete 3 year period please give the employer who employed you for the longest period during that time. Students should give senior tutor or studies supervisor. If unemployed, please give most recent employer.

Name
Address

Name Address

Referee's relationship to you	Referee's relationship to you
Telephone No	Telephone No
Fax No	Fax No
e-mail address:	e-mail address:
If you do not wish referees to be contacted	before giving your permission, please enter 'X' in
box.	
DECLARATION	

Please state if to your knowledge you are related to any employee or Councillor of Dudley Council or members of the school's Governing Body. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and if appointed, shall render you liable to dismissal without notice.

State YES or NO If YES, give name, relationship and department/school

REHABILITATION OF OFFENDERS ACT 1974

There are certain posts that involve working with children, other vulnerable groups or in positions of trust that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If the post you are applying for falls within the above category, this will be indicated on the supporting information you have received with this form. You must therefore disclose details of cautions, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the Council. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

DECLARATION

Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction? Yes \circ No \circ

If yes, please give details:

I certify that the stated information on this	Please return this form to:
application form and in all other supporting	
papers are true and correct. I also give my	
consent to the processing of data contained or	
referred to on this form in accordance with the	
Data Protection Act, 1998.	
·	
Cignoturo	
Signature	
Date	No later than
Date	



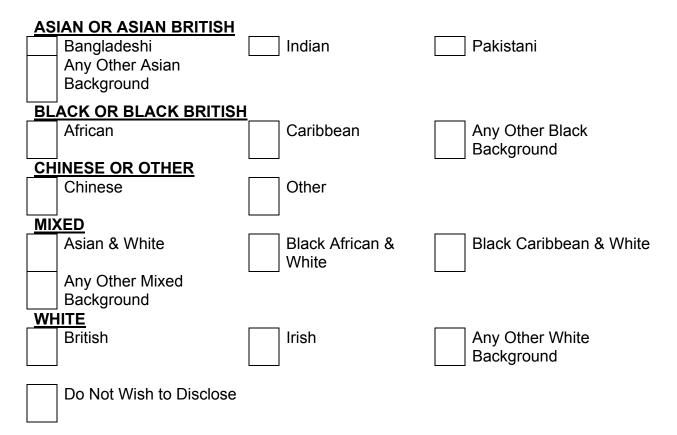
EQUALITY MONITORING FORM

The information you give on this form will only be used, in confidence, to enable Dudley Council to monitor that its workforce better reflects the community it serves.

The overall aim of the Council's Equality and Diversity Policy is to ensure that no job applicants, employees, residents or service users receive less favourable treatment on any grounds which cannot be shown to be justified. These include race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, transsexuality, age, trade union or political activities, social class, where the person lives or spent convictions.

All stages of recruitment are monitored to check that unfair discrimination is not taking place. It is very important that you complete this form in full to help us check that our recruitment and selection processes are fair.

1. I would describe my race or ethnic group as:



2. I would describe my religion or belief as:

Buddhist		No Re	ligion
Christian		Sikh	
Hindu		Other	
Jewish		Do No	t Wish to Disclose
Muslim			
My gender is:			
Female		Male	
Date of Birth and A	Age:		
Date of Birth			
Age			
Married Status			
Divorced/Dissolved			Single
Married/Civil Partne	rship		Widowed/Civil Widowed
			Do Not Wish to Disclose
	Christian Hindu Jewish Muslim My gender is: Female Date of Birth and A Date of Birth Age Married Status Divorced/Dissolved	Christian	Christian Sikh Hindu Other Jewish Do No Jewish Do No Muslim Male Muslim Male Date of Birth and Age: Male Date of Birth Date Married Status Divorced/Dissolved

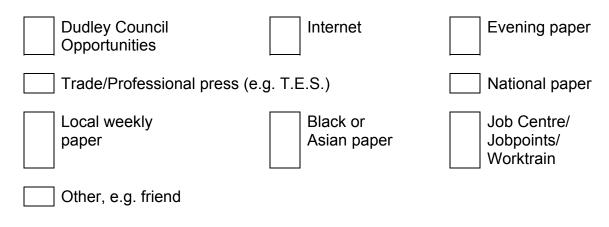
6. Disability: I consider myself to be (see note below):



Not disabled

Do Not Wish to Disclose

7. How I found out about this vacancy:



Note:

The Disability Discrimination Act, 1995 defines a "disabled person" as having "a physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities". It is very important that you declare your disability if you wish to have the protection of the law.