

Job Application Form

Support Staff position



Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details & the equal opportunities information) will be detached and retained by Personnel. This ensures that your application is dealt with objectively. Please complete ALL pages even if you are submitting a CV.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Cheshire East Council in accordance with the Act.

For internal candidates only

Are you on the Redeployment List ? Yes No

Title of job applied for

Title of job applied for:

Ref:

Personal Details

Mr/Mrs/Miss/Ms/Dr

First Names:

Known as:

Surname:

NI Number:

Previous Surname(s):

Address:

Post Code:

Telephone Numbers

Home:

Work:

Mobile:

E-mail address:

May we contact you at work? Yes No

How can we contact you? Telephone / E-mail / Mobile

Where did you first see the advertisement for this job? If a newspaper, please state which one.

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

We cannot accept references from relatives or from people writing in the capacity of friends. If you have previously worked with children, please use your employer in that position as one of your referees.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*

Previous employer/other

Organisation: _____

Organisation: _____

Name: _____

Name: _____

Role in Organisation: _____

Occupation: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Phone No: _____

Phone No: _____

E-mail: _____

E-mail: _____

In what capacity does the referee know you?

In what capacity does the referee know you?

• Employer/former employer

• Employer/former employer

• Colleague/former colleague or manager but the reference is given on a personal basis

• Colleague/former colleague or manager but the reference is given on a personal basis

• Personal

• Personal

If the referee knows you by a different name please state: _____

* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, if this job is working within Children's Services all references will be taken up prior to interview.

Please do not contact my present/most recent employer

Job Application Form

Title of job applied for:	Ref:
----------------------------------	-------------

Name:

Current/Most Recent Appointment	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

Job related training

Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies

Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History

(Most recent first)

Name of Employer, type of
Business and job title

Dates

Duties and reason for leaving

Relationship to Councillors or employees

If you have any personal relationship to any employee of Cheshire East Council, or to a Cheshire East Councillor, please give their name and relationship. This does not stop a Councillor or employee giving a reference. (Any approach to Councillors or other employees to influence a selection decision will disqualify you).

If Councillor: Name _____ Relationship _____

If Employee: Name

Relationship

Work location

Their present job

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

Other Information

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence? Yes No

If yes, please state type of licence _____

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details _____

Supporting Information

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.

If you require more space please attach a separate sheet.

Activities and interests away from work which may be relevant to the job applied for.

DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Gender: Male Female

Marital Status: Married Not married Other

Date of Birth: **Age:**

Please indicate your ethnic origin

White:

White British
White Irish (Republic of)
Any other White
(Please state)

Mixed:

Mixed White/Black Caribbean
Mixed White/Black African
Mixed White/Asian
Other Mixed (Please state)

Asian

Indian
Pakistani
Bangladeshi
Other Asian
(Please state)

Black or Black British:

Black Caribbean
Black African
Other Black
(Please state)

Other:

Chinese
Gypsy/Traveller
Other (Please state)

Disability: The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No



The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any spent criminal convictions whether spent or unspent?

Yes **No**

If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

If between the completion of this application form and taking up a job with the Council you are convicted of a criminal offence you must inform the Council of this.

Criminal Record Bureau

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Criminal Records Bureau.

A copy of the Criminal Records Bureau Code of Practice is available on request.
Further information about the Disclosure process can be found at www.disclosure.gov.uk

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed

Date

Cheshire East Council has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.