

# Application form

Please use the tab key on your keyboard to move through the sections of this form or using your mouse, click into the grey area to type.

Job position applied for

Grade

Closing Date:

Reference number:

## Personal details

Your preferred title:

First name or names:

Last Name:

Address and postcode:

Home phone number:

Mobile phone number:

Work phone number:

E-mail address:

National Insurance Number:

## Current or most recent employment

Employer's name and address:

Postcode

Job title:

Current salary:

Dates employed (from and to):

to

Notice you need to give:

Reason for leaving:

Brief description of your duties (please continue on a separate sheet if necessary):

### Fair Processing Notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.barking-dagenham.gov.uk/9-council/fair-processing/fair-processing.html> or contact the Corporate Anti Fraud Team 0208 227 2264



## Previous employment

Please list the most recent first and continue on a separate sheet if necessary.

Dates you were employed from and to		Employer's name and address	Job title	Reason for leaving
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on).

## Relevant education, technical and/or professional qualifications

**(Please name any Institute or Professional body in full, rather than using initials)**

**Education.** Please include any qualifications, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary.

Date from	Date to	Name and location of School/ College/Institute/Professional Association	Subjects, status and qualifications achieved	Level and grade	Date achieved
/ /	/ /				/ /
/ /	/ /				/ /
/ /	/ /				/ /
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/ /	/ /				/ /
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/ /	/ /				/ /

**Training, seminars or short courses that are relevant to the post.**

Details of relevant personal development/training courses (Please continue on a separate sheet if necessary.)

Brief description and course title	Date of attendance	How long it lasted
	/ /	
	/ /	
	/ /	
	/ /	

## Personal statement

Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the job set out in the person specification. Please refer to the guidance 'Applying for the job' in the Recruitment Booklet. (Please continue on a separate sheet if necessary, with a maximum of two sheets).

## Reference

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.

1	Name	
	Address	
	Postcode	
	Daytime phone number:	
	E-mail address:	
	Job Title/Position within Organisation:	

2	Name	
	Address	
	Postcode	
	Daytime phone number:	
	E-mail address:	
	Job Title/Position within Organisation:	

We may contact your referees if you are short listed for an interview, do you have any objections to this?

Yes

No

## Extra information

Can you provide evidence of your legal right to work in the UK?  
(For more information, please see the recruitment booklet).

Yes

No

If you are related to any Councillor or member of staff of this Council, please give details.

Please answer the following questions only if the person specification for the post includes these requirements.

•Do you have a valid driving licence?

Yes

No

•Do you have access to a vehicle which you are able to use for work purposes?

Yes

No

•If not, are you able to travel, for work purposes, by another form of transport?

Yes

No

If you have been convicted of a criminal offence, please give details (offence, date and sentence) unless the conviction is considered 'spent' under the Rehabilitation of Offenders Act 1974  
(For more information, please see the recruitment booklet)

## Disability

### Impairment or disability

Do you consider yourself to have a physical, learning, sensory or mental health impairment or disability?

Yes

No

If yes, please specify

(Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.)

All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview.

## Declaration

I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

I understand that you will deal with all the information in line with the data protection legislation.

Your signature:

Date:

/ /

I understand that you will deal with all the information in line with the data protection legislation.

**Please return this form by the closing date shown in the advertisement, to the address below.  
If you have downloaded this form from the internet, please return this application to the address or e-mail address given on the advertisement.**

# Recruitment Monitoring form

## Equal Opportunity Policy

The Council is committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity etc, of people applying to us for employment. You must fill this section of this form as it will help us to monitor the effectiveness of our Equal Opportunities in Employment Policy.

The information requested below is for statistical purposes only, and will not be made available to those responsible for selection. This information is covered by the Data Protection legislation, therefore the Council can only legally use the information for the purpose stated, i.e. as statistical information for the monitoring purposes.

Thank you for your co-operation.

## Personal details

**Status:** (tick only one)

Single  Divorced  Legally Separated  Married/Civil Partnership  Prefer not to say

**Name**

**Post applied for:**

**Reference number:**

**Where did you see the post advertised?** (if in a newspaper/journal or on a website, please state name.)

**Sex** Are you: (tick only one)

Female?

Male?

**Age:** (tick only one)

16 to 19

50 to 59

20 to 29

60 to 65

30 to 39

66 to 74

40 to 49

75+

**Where do you live**

Do you live in the Borough of Barking and Dagenham? (tick only one)

Yes

No

**Employment**

Are you currently employed by the London Borough of Barking and Dagenham?

Yes

No



**Ethnic origin**

I would describe my ethnic origin as the following  
(please highlight or tick one).

**White**

- British (WB)
- Irish (WI)
- Any other white background  
(please specify below) (WO)

**Black**

- British (BB)
- African (BA)
- Caribbean (BC)
- Any other black background  
(please specify below) (BO)

**Asian**

- British (ABR)
- Bangladeshi (AB)
- Indian (AI)
- Pakistani (AP)
- Any other black background  
(please specify below) (AO)

**Mixed**

- White and black Caribbean (MWBC)
- White and black African (MWBA)
- White and Asian (MWA)
- Black and Asian (MBA)
- Any other black background  
(please specify below) (MO)

**Chinese**

- British (BC)
- Chinese (C)
- Any other background (CO)  
(please specify below)

### Other ethnic group

(please specify below) (O)

### Traveller

- Irish Traveller (IT)
- Romany (R)
- English Gypsy (EG)
- Other (TO) (please specify below)

### Sexual Orientation

This information will help us to monitor workforce and the effectiveness of our Equalities Policies. Which of these best describe your sexual orientation?

- Bisexual
- Lesbian
- Gay Man
- Heterosexual ("straight")
- I prefer not to say
- Other (Please specify below)

### Faith/Religion

- Buddhist
- Christian
- Hindu
- Sikh
- Muslim
- Jewish
- I prefer not to say
- I don't know
- I do not identify with any religious groups
- Other (Please specify below)

### Caring Responsibilities

Do you have caring responsibilities?

- Yes  No

#### A carer is defined as someone who:

"...cares for, or expects to care for, a husband, wife or partner, a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer."