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**Job Application Form**

Please complete this form in black ink so we can obtain clear photocopies. If you are word processing your form the font size should be a minimum of 12 point. Please see our guidance notes before completing the form.

| **1. Job Details** | | | | |
| --- | --- | --- | --- | --- |
| Application for the post of:     Job Ref: | | | | |
| Where did you see the post advertised: | | | | |
| Do you wish to apply for the post on a job share basis? **YES / NO** | | | | |
| **2. Personal Details** | | | | |
| Family Name/Surname: | First Name(s): | D.O.B: | | Title*e.g. Mr/ Mrs/Miss/Ms/Mx*: |
| Address: | | | Work e-mail address: | |
| Home e-mail address: | |
| Postcode: | | | National Insurance Number: | |
| Work telephone number: | | | Home telephone number:   / | |
| Mobile telephone number: | | | Preferred contact method:  Mobile | |
| If you are currently employed, may we contact you discreetly at work? **YES / NO** | | | | |
| If no, have you applied to work for us previously? **YES / NO** | | | | |
| **Equality Act (2010) - Disability** | | | | |
| We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview.  The Equality Act states that “a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.   * Do you consider yourself to have any disabilities? **YES / NO**   Please state any arrangements you would like us to make to assist you if you are called for interview: | | | | |

| **3. Present/ Most Recent Employment Or Voluntary Work** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer/organisation: | | | | | Post Code: |
| Brief outline of duties: | | | | | |
| Post Title: | | Dates From: | | | To: |
| Salary: | | Value of other benefits: | | | Notice period required: |
| Reason for leaving: | | | | | |
| **4. Previous Employment** List in date order with the most recent first and use extra sheets if necessary. | | | | | |
| Name and address of employer | From | | To | Job title, brief description of duties & reason for leaving | |
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| **5. Knowledge, Skills And Experience Relevant To The Post** | |
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| When completing this section, which is the most important part of the form as it tells us about your knowledge, skills, abilities and experience, use the criteria listed in the person specification as headings for your responses. Describe how these relate to the criteria by giving clear examples. Please do not repeat what the person specification states. For example if it asks for ‘ability to’ or ‘experience of’’ give examples by referring to your professional/ academic/ personal life or voluntary work. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.  Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.  Use extra sheets if you need to and make sure they are clearly marked with your name, the job title and the job reference number. We would also recommend that you read our guidance notes. | |
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| Please put an ‘x’ in the box if you are attaching continuation sheets or continue typing. |  |

| **6. References** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Please give details of two people to whom we can apply for references concerning your suitability for this post. One of the referees should be your current (or most recent) employer. If you are in, or have just left, full time education please give details of your course tutor. If you do not wish us to contact either referee before informing you, please put an ‘x’ in the box next to the name. | | | | | | |
| Name: | |  | Name: | | |  |
| Job title: | | | Job title: | | | |
| Work relationship: | | | Work relationship: | | | |
| Address: | | | Address: | | | |
| Telephone: | Post code: | | Telephone: | Post code: | | |
| Email address: | | | Email address: | | | |
| All job offers are subject to the receipt of two satisfactory references. | | | | | | |
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| **7. Training, Qualifications And /Or Membership Of Professional Bodies** | | | | | | |
| Include any information here that is relevant to the post for which you are applying. Tell us about any qualifications - including those you are studying for currently. List any training courses or conferences/ seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience, etc. | | | | | | |
|  | | | | | Relevant dates: | |
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| **8. Further Information** Please Read The Enclosed Guidance Notes Before Completing This Section. |
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| **i. Authorisation to Work in the UK & Points-Based System** |
| To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**  In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES/NO**  See guidance notes for a list of EEA countries and further information on authorisation to work in the UK. |
| **ii. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)** |
| All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are ‘unspent’ and/or any pending prosecutions. Certain posts within the Council are exempted under the Rehabilitation of Offenders Act 1974. If the post for which you are applying is an ‘exempt’ post you must declare all convictions including non-filtered ‘spent’ convictions and, if shortlisted, you will be asked to provide more detailed information so that a criminal records check can be made with the Disclosure & Barring Service.   * Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **YES / NO**   If you have answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form.    If your post is based in a school it is extremely likely that your post will be an ‘exempt’ post so there will be an information sheet in the recruitment pack. There is also further information on ‘spent’ and ‘unspent’ and filtered convictions in the guidance notes below. |
| **iii. Relatives and Other Interests** |
| * Are you related to, or do you have a personal friendship with, a councillor, council officer   or governor? **YES / NO** |
| * Do you have, or have you had, any business and/or financial interests which may conflict with   the duties of this post e.g. a previous contractual relationship with the council as a  supplier or developer? **YES / NO**  If you have answered **yes** to either of the above questions, please use the space provided below orenclose details with your application form**.**    Canvassing of councillors, officers or governors in relation to this appointment will disqualify you*.* |
| **iv. Driving Details** |
| * If the post requires you to drive, do you hold a current driving licence? **YES / NO**   If **yes,** please detail what type (e.g. ‘full’, ‘provisional’, ‘PSV’ etc):   * Do you have regular use of a vehicle for work? **YES / NO** If **yes** what transport do you have access to :   If you have any current driving endorsements, please give details: |

| **Declaration** |
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**Data Protection Act 2018**

The council is a data controller for the purposes of the Data Protection Act (DPA 2018) and will comply with the employment practices data protection code.

It needs to process your data to enter into a contract with you and in some cases, ensure it is complying with its legal obligations. Please refer to the council’s [Privacy Notices](http://www.brighton-hove.gov.uk/content/jobs/council-jobs/privacy-notices) published on it’s website for further detail on what and how information is processed during the recruitment process and subsequently if you are employed by the council.

Application forms for unsuccessful candidates are retained by Human Resources and will be destroyed 6 months after the appointment date.

**Declaration:**

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal. I also understand that canvassing of, or failure to disclose a relationship to, a councillor, officer or governor of the council will disqualify my application or if appointed, may lead to disciplinary action and dismissal.

| **Signed:** | **Date:** |
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| **Note: If you return your application by email you will be asked to sign it, if invited to an interview.** | |