



CONFIDENTIAL JOB APPLICATION FORM

Please read carefully the guide before completing this form

Please return this form to: Neath Port Talbot County Borough Council
Personnel Services,
Education Leisure and Lifelong Learning,
Civic Centre,
PORT TALBOT SA13 1PJ

Application for the post of Post ref

1. PERSONAL DETAILS

Surname Title

Previous Surname(s)

Forenames

Home Address

.....

Post Code

Tel. Numbers Home Work

E-mail Address Mobile

National Insurance No

2. HEALTH

How many days work have you lost through illness or medical condition in the last 3 years?

Disability related absence: days

Non-disability related absence: days

3. PRESENT OR MOST RECENT EMPLOYMENT

Post Held

Dates of Employment From To

Name and Address of employer

.....

Notice required if employed Pay per week/year £

Please give a brief outline of the duties and responsibilities of the post

.....

4. EMPLOYMENT HISTORY – Please indicate where you have worked previously
 Please indicate where you have worked previously and gaps in employment history.

Dates From To	Employer's Name	Post Title	Pay	Reason For Leaving
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.....
.....
.....
.....
.....
.....
.....

5. YOUR QUALIFICATIONS – Please indicate any qualifications you hold

Qualification Held	Grade/Class	Date Achieved/Obtained
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.....
.....
.....
.....
.....

6. MEMBERSHIP OF PROFESSIONAL BODIES

Are you currently a member of a professional body or bodies? Yes No
 If you answered “Yes”, please provide the information requested below.

Name of Professional Body	Membership Level	Date of Entry
.....
.....
.....

How did you achieve this membership level? Please tick as appropriate

By Examination By Direct Entry Other

If you ticked “Other” please explain

.....

7. REFEREES

Please supply the names, addresses, telephone numbers and e-mail addresses of two referees, one of which must be your present or most recent employer. If you have not previously worked, please give the name of a responsible person who knows you well. Councillors and relatives must not act as referees.

Please note that references will be taken up prior to interview, therefore if you do not wish us to contact your referees, please indicate here.
 Contact referees prior to interview? Yes No

1. Present or most recent employer

Name

Address

Relationship

Tel No E-mail

2. Other

Name

Address

Relationship

Tel No E-mail

9. ADDITIONAL INFORMATION

- a. Are you related to, or a partner of, a Councillor or Corporate Director/Head Of Service of the Council or, if appropriate any member of the governing body or senior staff of the school?

Yes (*see note below**) No

If you have ticked “Yes”, please state the name and your relationship:

.....

- b. Do you have any unspent or pending convictions under the Rehabilitation of Offenders Act 1974?

*Yes No

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 & Police Act 1997

If the job advertisement has indicated that the post for which you are applying will be subject to a CRB Disclosure, the Council will require you to reveal any criminal convictions, bind-over orders or cautions, including those which would normally be regarded as spent.

Do you have any convictions, bind-over orders or cautions? Yes* No

**If yes, please provide details, including dates, in a separate letter or email addressed to the Directorate Personnel Officer or l.preece@npt.gov.uk and marked as “Strictly Private and Confidential”.*

A criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the job and the circumstances and background of your offences.

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- c. Do you hold a full current driving licence? Yes No

- d. Do you currently have any employment other than your main job? Yes No

If you have ticked “Yes” ,please provide details below;

.....

- e. Are you claiming a **guaranteed interview** because:-

i) You have a disability Yes No

ii) You are a New Deal applicant Yes No

Do you wish to apply for this post on the basis of any of the Council’s Flexible Working schemes? e.g. Job Share, Reduced Hours, Term Time Working. Yes No

10. DECLARATION

I declare that the information set out in this application form is true in all respects and I understand that the provision of false information may render me liable for dismissal, if appointed. I am also aware that canvassing of Councillors and Officers of the Council, or, if appropriate any of the governing body or senior staff of the school either directly or indirectly, will disqualify me.

Signed _____

Date _____

Data Protection Act 1998 – Information provided by you will be held and automatically processed as data on a computer system. The Council will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the Act. In order to aid the prevention of fraud in the administration of public funds, the information may be compared with other personal data held by the Council and may also be used for cross authority comparison purposes.

Equal Opportunities Monitoring Form

Neath Port Talbot County Borough Council is working towards promoting and ensuring equality of opportunity in employment and service delivery. It is the Council's policy to ensure that all applications for posts with the Authority are considered on the basis of merit, regardless of gender, age, disability, race, colour, nationality, ethnic origin, responsibility for dependants, marital status, sexual orientation, HIV or AIDS status, trade union activity or religious belief.

To ensure this policy is carried out effectively, all applicants are asked to provide the information requested on this form. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

Full Name of Applicant

Post Applied For

Post Reference

Date of Birth

Gender (*Please tick box as appropriate*)

Male

Female

Nationality (*Please tick box as appropriate*)

British

English

Irish

Welsh

Scottish

Other (*Please give details*)

Ethnic Origin (*Please tick as appropriate*)

(a) White

(b) Mixed:

White and Black Caribbean

White and Black African

White and Black Asian

Any other mixed background (*Please give details*)

(c) Asian:

Indian

Pakistani

Bangladeshi

Any other Asian Background (*Please give details*)

(d) Black:

Caribbean

African

Any other Black Background (*Please give details*)

(e) Chinese or other Ethnic Group:

Chinese

Other

Welsh Language (*Please tick as appropriate*)

Fairly fluent speaker and writer Fairly fluent speaker

Fluent Speaker and writer Fluent speaker

Learner Little or no knowledge

Disability

The Council actively encourages applications from people with disabilities.

The Disability Discrimination Act 1995 defines a person with disability as someone who has “physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”.

Do you consider yourself to have a disability? (*Please tick box as appropriate*)

Yes No

Note: It is our Policy to interview all people with disabilities who meet the essential shortlisting requirements of the post. The Person Specification shows these requirements. If you need clarification on these job requirements, please contact Personnel Services at the Directorate in which the post is based.

Where did you see the advertisement for this post?

Internal Bulletin Intranet

Western Mail Evening Post Jobcentre

Internet

(*if so please state name of website*):

Other

(*please state*):