

CONFIDENTIAL JOB APPLICATION FORM

**Please read the “Applying for Jobs” Guide before completing this form.
Please return this application form to:**

Post Applied For: _____ Post Reference No: _____

1. Personal Details

Surname: _____ Title: _____

Previous Surname/s: _____

Forename/s: _____

Home Address: _____

_____ Post Code: _____

Tel. Numbers: Home: _____ Work: _____

Mobile: _____

E-mail address: _____

National Insurance No: _____

How would you like to be contacted throughout the recruitment process?
This will be used to contact you regarding receipt of your application and the
outcome of the shortlisting process.

E-mail

Letter

3. Education, Training and Qualifications

Please give brief details of any qualifications, training and other courses you have undertaken.

3a. Qualifications, including grades

Professional Development and other courses, including training courses attended

3b. Current membership of Professional Organisations (Grade/Level)

3c. Driving Licence

Do you hold a current valid driving licence? Yes No

Please describe eg car/LGV/PSV _____

5. 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.

References will be sought for successful candidates only.

1. Present or most recent employer:

Name: _____

Address: _____

Relationship: _____

Telephone No: _____

E-mail: _____

2. Other:

Name: _____

Address: _____

Relationship: _____

Telephone No: _____

E-mail: _____

6. Additional Information

- a) Are you related to, or a partner of, a Councillor, Corporate Director or Head of Service of this Council, or, if appropriate any member of the Governing Body or senior staff of the school? Yes No

If 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 and 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

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 the offences.

- c) Are you claiming a **guaranteed interview** because:-

(i) You have a disability Yes No

(ii) You are a New Deal applicant Yes No

d) Do you wish to apply for this post on the basis of any of the Council's Flexible Working Schemes? Examples are job sharing, reduced hours working, term time working.

Yes No

e) If you wish to be considered for similar posts within the Council during the next six months, please indicate below:

Yes No

If Yes, information provided in this application form will be held on file until the six month period has expired.

7. 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 the HR Recruitment Team 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*):

