

## Application form

### Guidance notes – Form 2

Thank you for considering working for us. We want to choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We ask you to provide dates of employment and qualifications only so we can confirm your work history.

First, you need to fill in an application form. Once we have received your form, we will review it to see if you have the skills, experience, qualifications and so on you need to do the job. If you do, we will invite you to come to an interview.

We have designed this application form in three parts to make sure our processes are fair.

Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

Part B of this form asks you to provide information about your past jobs and any experience, qualifications or skills you may have. Try to give as much information as you can as this will help us to see if you would be suitable for the job.

Part C of this form is for monitoring equality and diversity only. We separate it from the rest of your form and it will not be seen by anyone involved in deciding whether to offer you the job. However, if you tell us that you have a disability, we will give this information to the shortlisting managers to make sure they comply with our Guaranteed Interview Scheme.

Please fill in this form in black ink or a black type. This is because we may need to photocopy it. We do not accept CVs.

For jobs working with children, young people and vulnerable adults (as well as some other jobs), if we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and if the job is in regulated activity we will check if you are barred from working with children and/or vulnerable adults. A criminal record will not automatically stop you from getting the job, but we will consider the nature of the offence when assessing how suitable you are for the job. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. If you fail to fill in a disclosure form when we ask, we will not be able to employ you. You can find more information about this in our 'Policy Statement on the Recruitment of Ex-offenders'. You can get a copy of this policy statement by phoning Employee Services on 0191 2115205 or emailing [jobs@newcastle.gov.uk](mailto:jobs@newcastle.gov.uk).

Unfortunately, we are not able to contact everyone who applies for a job with us. If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

If you need this form in another format such as in Braille or in large print, please phone Employee Services on 0191 2115205 or email [jobs@newcastle.gov.uk](mailto:jobs@newcastle.gov.uk).

We look forward to receiving your application.



## Application form

### Part A

Job you are applying for:	Job reference number:
Directorate or school:	

#### Contact details

First names:	Last name:
Address and postcode:	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (please say which):
	National Insurance number:
Daytime phone number:	Mobile phone number:
May we call you on your daytime number? Yes <input type="checkbox"/> No <input type="checkbox"/>	Evening phone number:
Main email address:	
Other email address:	
Note: We will use email to communicate with you during and after the recruitment process. Please consider this as you may not want to use your work email address. Please tick this box to confirm that you are happy for us to communicate with you by email. <input type="checkbox"/>	

#### Guaranteed Interview

Are you in receipt of cash value protection as a result of a change of grade: Yes <input type="checkbox"/> No <input type="checkbox"/>
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#### References

Please provide two references, one of which should be from your present or most recent employer. If you are applying for a job which needs a disclosure from the Disclosure and Barring Service, we will take up these references before we interview you; even if you indicate otherwise.

Name:	Name:
Organisation, address and postcode:	Organisation, address and postcode:
Phone number:	Phone number:
E-mail:	E-mail:
Job title:	Job title:
Relationship to you:	Relationship to you:
Can we contact this person before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact this person before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Your right to work in the UK**

Are there any restrictions which might affect your right to take up employment in the UK?

Yes ☐ No ☐

If 'Yes', please give details.

**What is your nationality?****Flexible working**

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only?

Yes ☐ No ☐

Would you like us to consider you for other working patterns (for example, job share, part-time, working in term-time only and so on)?

Yes ☐ No ☐

**Making reasonable adjustments**

Do you need us to make any reasonable adjustments to help you in the recruitment process? Yes ☐ No ☐

If 'Yes', please say what.

**Relationships to councillors or senior officers or school governors**

You must not use your relationship with councillors or senior officers to get a job with us. If you do, we will not consider your application.

If you have any relationship with any councillor or senior council officer (or, if you are applying to a school, any school governor), please tell us their name and the relationship.

## Convictions

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes ☐ No ☐

If 'Yes', please give details.

Offence:

Date of conviction:

Judgement or sentence:

Additional Information:

Note: If you are applying for a job which is not covered by the Rehabilitation of Offenders Act (for example, working with children or vulnerable adults), we will ask you to fill in an extra form which includes a question about any spent convictions.

## National Fraud Initiative (NFI) fair processing notice – council application forms

We have to make sure that the money we use is safe from fraud. We may use the information you have given on this form to prevent and detect fraud. We can also share this information with other organisations responsible for auditing or managing public money.

We will use this information to monitor equality and diversity and may share this information with our trade unions.

For more information, please visit [www.newcastle.gov.uk/nfi](http://www.newcastle.gov.uk/nfi) or contact our freedom of information and data protection officer by emailing [dataprotection@newcastle.gov.uk](mailto:dataprotection@newcastle.gov.uk).

## Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part B

### Your past jobs

Please list all the jobs you have had in the past 10 years (or since leaving school if this is less than 10 years). Explain any times when you were not working (for example, unemployed, looking after children and so on) and give the dates you worked for each employer and why you left. Continue on the next page if you need more space.

Employer's name	What did you do (what was your job title)?	When did you work there and why did you leave?

### Experience and skills

Please give details of any relevant experience or skills (for example, qualifications you have achieved or work-related training you have been on) which is relevant to the job you have applied for. Continue on the next page if you need to.

What did you do?	When did you do it?

Continue on another sheet if you need to.

This page is blank

If you need extra space for your past jobs or qualifications and experience, use this space.

## Part C

### Monitoring equality and diversity

Name:	
Job you are applying for:	Job reference number:
Directorate or school:	

#### Equality in employment

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

#### Gender

Are you:      male? ☐      female? ☐

#### Disability

The Equalities Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

Do you consider you have a disability under this definition?      Yes ☐      No ☐

As part of our Guaranteed Interview Scheme, we interview all applicants who declare they have a disability who meet the minimum criteria for a job vacancy.

#### Are you responsible for caring for anyone?

I am not responsible for caring for anyone.

I care for children or a child.

I care for another relative.

I care for someone else (please say who).


#### Date of birth

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#### People who already work for us

Do you work for us?      Yes ☐      No ☐

If 'Yes', would this job be a promotion for you?      Yes ☐      No ☐

### How would you describe your ethnic background?

#### White:

British

Irish

Any other white background


#### Black or black British:

Caribbean

African

Any other black background


#### Asian or Asian British:

Indian

Pakistani

Bangladeshi

Any other Asian background


#### Mixed:

White and black Caribbean

White and black African

White and Asian

Any other mixed background


#### Chinese or other ethnic group:

Chinese


#### Any other ethnic group

Please say which

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### Relationship status

Divorced or my civil partnership has ended

Married or in a civil partnership

Widow or widower


Single

Prefer not to say


### How would you describe your sexual orientation?

Bisexual

Gay woman or lesbian

Prefer not to say


Gay man

Heterosexual


### How would you describe your religion and belief?

Buddhist

Hindu

Muslim

Other

Prefer not so say


Christian

Jewish

Sikh

No religion


### Where did you find out about this vacancy?

Our jobs bulletin

Local press

Other (please say which)


Website

National press


Unless we say otherwise, please send your completed application form to the address below. If you are applying to a school, please send your form direct to the school.

**Employee Services**  
**Newcastle City Council**  
**Room 204, Civic Centre**  
**Newcastle upon Tyne**  
**NE1 8QH**