



Version 5 February 2016

Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to references that we find to be satisfactory, medical clearance and CRB checks and documentary evidence showing your entitlement to work in the UK under the Asylum and Immigration Act 1996.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested. Please use a Black ink and ensure contact telephone numbers and email are included.

POSITION APPLIED FOR	
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PERSONAL DETAILS	
Title: _____	
Surname: _____ First names: _____	
Address: _____ _____	
Postcode _____	Mobile Phone No _____
Daytime Phone No _____	Evening Phone No _____
E-mail Address _____	
Where did you learn about this vacancy?	

Are you related to any Elected Members of the Council, or any Senior Officer Yes / No
If YES, please give name of Elected Member / Senior Officer _____

AVAILABILITY
Are there any special arrangements you need for the interview?
Please indicate any dates you are unavailable for interview
Please state the notice period required to terminate your present employment (if applicable)

Health & Care Professions Council Registration No. (where applicable)
Teachers Reference Number (where applicable)
WORK PERMITS
Do you require a work permit to undertake full or part-time in the UK? Yes / No
If YES, which visa do you hold?
What is the expiry date of this visa?

EDUCATION RECORD			
Where Studied	Dates		Examinations Taken (with details of results)
	From	To	

FURTHER/HIGHER EDUCATION RECORD <i>(If you do not hold formal educational qualifications, please provide additional information on how you qualify for the position through experience) Please provide names of universities/colleges attended (f/t or p/t), course titles, degree/diploma, level/class and dates.</i>
Any other relevant education or training

PROFESSIONAL QUALIFICATIONS			
Where Studied	Dates		Examinations Taken (with details of results)
	From	To	

IT SKILLS

Training will be provided where required. Information given here will help us to plan training schemes.

Microsoft Office	None / Basic / Competent/ Highly skilled
Word	None / Basic / Competent/ Highly skilled
Excel	None / Basic / Competent/ Highly skilled
E-mail	None / Basic / Competent/ Highly skilled
Project	None / Basic / Competent/ Highly skilled
PowerPoint	None / Basic / Competent/ Highly skilled
Databases	None / Basic / Competent/ Highly skilled
Others _____	None / Basic / Competent/ Highly skilled

EMPLOYMENT HISTORY

Present employment

Job title	Employer
Current Salary	Address
Current Scale (if applicable)	
Employed From	Employed to

Please give a brief description of current duties, responsibilities and achievements

PREVIOUS EMPLOYMENT (Most recent first)				
Employers Name	Date From - To	Job Title & Main Duties	Grade Salary	Reason for Leaving
	-			
FURTHER EMPLOYMENT (That may be of relevance to the post)				

SKILLS AND EXPERIENCE

Please give examples of your achievements, skills and experience, which match those sought in the job description/person specification (please attach additional sheets if required).

SKILLS AND EXPERIENCE (continued)

Do you have a full and current driving licence? Yes /No

ONLY provide Licence number if the position you are applying for requires you to drive

Please advise of any additional Driving Skills you hold such as Fork Lift Truck License / HGV 1

If applying for a position working with children or vulnerable adults that is subject to a Disclosure & Barring Service clearance 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*

(*delete as appropriate)

If YES, please provide details below:

(please attach additional sheets if required)

Failure to declare convictions/cautions, warnings or reprimands may result in cancellation of any job offer

REFERENCES	
<p>PLEASE NOTE: If the post is subject to Criminal Records Bureau clearance, references will be sought for those candidates short listed for interview.</p> <p>Please complete details for two referees who can comment on your work performance. One should be from your present or most recent employment and the other from a previous job within the last 5 years.</p> <p>For posts not subject to Criminal Records Bureau clearance, please indicate if we may seek references prior to interview:</p>	
Do we have permission to contact your referee prior to job offer? Yes / No	
1 st Referee	Job Title
Relationship to applicant	
Organisation Name	
Address	
Phone Number	Fax
E-mail	
If this person is not available, who else can we contact?	
Do we have permission to contact your referee prior to job offer? Yes / No	
2 nd Referee	Job Title
Relationship to applicant	
Organisation	
Address	
Phone	Fax
E-mail	
If this person is not available, who else can we contact?	

Please use this area to provide details on any gaps in your employment plus any none work related history. Please also add any additional information you consider would be relevant to support your application for this particular post. (please attach additional sheets if required)

Please provide your National Insurance Number (this is Mandatory) _____

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Redcar & Cleveland Borough Council relating to the subject matter of this form, being processed by them in administering the recruitment process.

By completing this form I declare that all the information on this application form is true and correct. I have not sought the support of or canvassed directly or indirectly any Elected Member or Senior Officer of Redcar & Cleveland Borough Council or any School / College or the head or governor of any Educational Establishment, nor will I do so. (This does not prevent such persons from giving a written testimonial of the candidate's ability, experience or character for submission to the Authority with an application for appointment).

IT IS A CRIMINAL OFFENCE TO APPLY FOR A POST WORKING WITH CHILDREN IF YOU ARE BANNED UNDER THE PROTECTION OF CHILDREN ACT.

Signature _____ Date _____

Note: All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Postal Applications: Redcar & Cleveland Borough Council, Central HR Transactional Team, Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT
Email Application hr.transactional@redcar-cleveland.gov.uk

EQUALITIES MONITORING

Redcar & Cleveland Borough Council aims to be an equal opportunities employer and to select staff on merit, striving to make employment opportunities available to everyone, including people of different ages, physical and mental ability, ethnicity, gender, marital status, religion/belief, socio-economic background and sexual orientation. Please help us to monitor the effectiveness of our equality policy by completing this form and returning it with your application form. In accordance with Data Protection Act 1998, the information you have provided will be used only for the purpose of equality monitoring.

The information provided on this form will be kept in strict confidence at all times. It will be held on a computer and will be used for monitoring our recruitment and selection processes. This form will be separated from the application form at the time it is received, and will not be seen by people short-listing candidates. The information will be used in summary form only and will be used to help us make improvements to our procedures and practices in order to identify and eradicate discrimination.

The ethnic group and religion categories are those recommended guidelines from the Office for Community Local Government.

Job Title	
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Please place an X in the appropriate boxes:	
Age	Date of Birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Age <input type="text"/> <input type="text"/> Prefer not to say <input type="checkbox"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Disability	<p><i>We understand that many employees do not declare disabilities because of possible discrimination against them by employers in the selection process and many people do not register for the same reason.</i></p> <p><i>Redcar & Cleveland Council will not discriminate against those with a disability and welcome applications from candidates with a disability</i></p> <p><i>You should declare a disability, if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, mental, dietary, communicative, psychiatric, allergic or any other impairment.</i></p> <p>I do have a disability <input type="checkbox"/> I do not have a disability <input type="checkbox"/></p> <p>I am registered disabled <input type="checkbox"/> I am not registered disabled <input type="checkbox"/></p> <p>Can you confirm that you are applying for interview under the guaranteed interview scheme? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Type of Disability/long standing health problem (Please X those applicable)</p> <p>Blindness or severe visual impairment <input type="checkbox"/></p> <p>Deafness or severe hearing impairment <input type="checkbox"/></p> <p>Learning disability <input type="checkbox"/></p> <p>Long standing psychological or emotional condition <input type="checkbox"/></p> <p>Physical Impairment <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> <p>Other including long standing illness or condition <input type="checkbox"/></p> <div style="border: 1px solid black; height: 20px; width: 150px; margin-top: 5px;"></div> <p>Please specify</p>

Sexual Orientation	<p>We appreciate that some people may find the question on sexual orientation to be a personal one and we must therefore reiterate that you are under no obligation to answer it.</p> <p> Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input type="checkbox"/> <input type="text"/> Please specify </p>						
Religion / Belief	<p> No Religion <input type="checkbox"/> Any other Religion / Belief <input type="text"/> Christian <input type="checkbox"/> Please specify Sikh <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Prefer not to say <input type="checkbox"/> </p>						
Ethnic origin:	<p><i>We appreciate that some people, including those of mixed race, may not be happy with the classifications used on this monitoring form. If you wish to classify yourself in some other way, please use the additional space provided to do so:</i></p> <table border="0"> <tr> <td data-bbox="451 786 866 1178"> White British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other White Background <input type="text"/> Please specify </td><td data-bbox="874 786 1353 1178"> Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black Background <input type="text"/> Please specify </td></tr> <tr> <td data-bbox="451 1200 866 1581"> Dual or Multiple Heritage White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other Dual Background <input type="text"/> Please specify </td><td data-bbox="874 1200 1353 1581"> Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian Background <input type="text"/> Please specify </td></tr> <tr> <td data-bbox="451 1603 866 1957"> Any other Ethnic Background Gypsy <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Any other Background <input type="text"/> Please specify </td><td data-bbox="874 1603 1353 1957"> Chinese or Chinese British Chinese <input type="checkbox"/> Any other Background <input type="text"/> Please specify </td></tr> </table>	White British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other White Background <input type="text"/> Please specify	Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black Background <input type="text"/> Please specify	Dual or Multiple Heritage White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other Dual Background <input type="text"/> Please specify	Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian Background <input type="text"/> Please specify	Any other Ethnic Background Gypsy <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Any other Background <input type="text"/> Please specify	Chinese or Chinese British Chinese <input type="checkbox"/> Any other Background <input type="text"/> Please specify
White British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other White Background <input type="text"/> Please specify	Black or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black Background <input type="text"/> Please specify						
Dual or Multiple Heritage White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other Dual Background <input type="text"/> Please specify	Asian or Asian British Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian Background <input type="text"/> Please specify						
Any other Ethnic Background Gypsy <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Any other Background <input type="text"/> Please specify	Chinese or Chinese British Chinese <input type="checkbox"/> Any other Background <input type="text"/> Please specify						

MONITORING

In order to ensure the continued development of the above policy, all applicants are asked to complete the information as indicated. You are not obliged to answer all questions, but obviously the more information you supply the more effective our monitoring will be. If you choose not to answer questions it will not affect your application. The information you supply here is confidential to the Human Resources team and will be used solely for monitoring purposes.