



Application Form

WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE

Please type or complete the application form in DARK INK. This form is also available in alternative formats (e.g. Braille, large print); please telephone the contact number given in the recruitment pack.

VACANCY DETAILS

Post applied for

School

PERSONAL DETAILS

Surname First Names Title

Home Address

..... Postcode

National Insurance No Date of Birth

Telephone/Textphone: Home Work:

Email address

Do you wish to jobshare the job you are applying for? Yes ☐ No ☐

Are you related to a Councillor or employee of Trafford Council Yes ☐ No ☐

Name Relationship to you.....

Position

PRESENT OR MOST RECENT EMPLOYMENT DETAILS

Please give details of your current or most recent employment *(If you have more than one job, please provide details on a separate sheet)*

Name of Employer

Address

..... Postcode

Date of appointment Post Title

Grade Salary/Wage

Brief summary of main duties

.....

Date of leaving (if applicable) Period of notice

Reason for leaving (if applicable)

ADDITIONAL EMPLOYMENT

Do you have any employment which will continue if you are appointed? Yes ☐ No ☐

Please provide details if Yes

PREVIOUS EMPLOYMENT

Please list your previous employment starting with the most recent first. **Please note that all time since leaving full time education must be accounted for**, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities. *Please continue on a separate sheet if necessary.*

Name of Employer	Position held	Grade/ Salary	from M Y	to M Y	Reason for leaving

QUALIFICATIONS

Please give details of qualifications that you have gained or are currently working towards, which are relevant to the job for which you are applying.

From M Y	to M Y	Qualification	Full or part time	Grade

TRAINING

Please list any course(s) which you have attended which are relevant to the job for which you are applying.

Date	Course Title	Brief Details

PROFESSIONAL MEMBERSHIP

Professional Body	Type of Membership	Date admitted M Y	Expiry Date M Y

SUPPORTING INFORMATION

Please give details of relevant skills, knowledge and experience gained in either paid or unpaid work. **It is important that you refer to the enclosed person specification, job description and guidance notes before completing this section.**

Please continue on a separate sheet if necessary

EARLY OR ILL HEALTH RETIREMENT / REDUNDANCY

Have you been granted early or ill health retirement or taken redundancy from a Local Government employer?
Yes ☐ No ☐

If yes, did you receive any enhancements? Yes ☐ No ☐

If yes, please give the name of the employer

DISCLOSURE OF CRIMINAL BACKGROUND

This post involves working with children, young people, vulnerable adults or is a position of trust. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website (www.gov.uk/db). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

1) Have you at any time received, or do you have pending a caution, bind over, reprimand, final warning or conviction? Yes ☐ No ☐

If yes, please give details of the caution(s) or conviction(s) and date(s)

2) Do you have any previous offences? If so please give details

Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s (dd/mm/yyyy)	Disposal (if known)
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If you are ultimately offered the position we will carry out an independent check through the Disclosure and Barring Service.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signed Date

REFERENCES

Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer. Referees should not be a relative or a councillor of Trafford Council.

Name Relationship to you

Address Telephone No

Fax No Email

Job Title Can we take up a reference at this stage? Yes ☐ No ☐

Name Relationship to you

Address Telephone No

Fax No Email

Job Title Can we take up a reference at this stage? Yes ☐ No ☐

ARRANGEMENTS FOR INTERVIEW

If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes ☐ No ☐

If YES, please specify, (e.g. sign language interpreter, audio tape, etc.).....

DECLARATION

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.

(WARNING: *Any person appointed by the Authority having given false information will be liable to summary dismissal)

Please note that a 6-month probationary period applies to all new entrants to Trafford Council, regardless of previous local government service.

Signed Date

DATA PROTECTION ACT 1998

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, the authority is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record.

*** Canvassing of Councillors or employees of Trafford Council, directly or indirectly, for any appointment would disqualify your application.**