

APPLICATION FORM

Vacancy Details	
Job Title:	
Job reference number:	
Advertising origin	
Where did you hear about this vacancy?	

It is Wigan Council's policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel.** In order to monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

Personal Details	
Title:	
First name(s):	
Last name:	
Known as:	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	

Eligibility to work in the UK	
Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.	
Do you have an entitlement to work in the UK?	YES ☐ NO ☐

EQUALITY AND DIVERSITY

Gender

Male ☐ Female ☐

Is your gender identity the same as the gender you were assigned at birth?

Yes ☐ No ☐

Ethnic Origin

White	British	☐
	Irish	☐
	Traveller of Irish Heritage	☐
	Gypsy/Roma	☐
	Polish	☐
	Other White European	☐
	Other White	☐
Mixed	White and Black Caribbean	☐
	White and Black African	☐
	White and Indian	☐
	White and Pakistani	☐
	White and Bangladeshi	☐
	Other mixed	☐
Asian or Asian British	Indian	☐
	Pakistani	☐
	Bangladeshi	☐
	Kashmiri	☐
	Other Asian	☐
Black or Black British	Caribbean	☐
	African	☐
	British	☐
	Somali	☐
	Other black	☐
Chinese or other	Chinese	☐
	Other ethnic group	☐
	Unknown	☐

Religion/Belief			
Buddhist	☐	Muslim	☐
Christian	☐	Sikh	☐
Hindu	☐	Other	☐
Jewish	☐	No Religion	☐

Sexual Orientation			
Bisexual	☐	Gay man	☐
Heterosexual/Straight	☐	Gay Woman/Lesbian	☐

Caring Responsibilities			
Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?			
Yes	☐	No	☐
If yes, please indicate who you provide such care for?			
Adults (18 over)	☐	Children	☐

DECLARATIONS	
I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.	
I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge	
I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.	
YES	☐

OTHER APPLICANT DETAILS

Are you currently, or have you previously been employed by this organisation?	Yes ☐ No ☐	
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from:	
	Date to:	
	Reason for leaving (if applicable):	

Are you related to a Councillor, Governor or senior officer of this organisation?	Yes ☐ No ☐	
If yes, please provide details:	Name:	
	Relationship to you:	

Dismissals

Have you ever been dismissed from any employment for any reasons other than redundancy?
YES ☐ NO ☐
If YES please give details, including dates, reasons and employer.

Rehabilitation Of Offenders Act

Please give details of any unspent criminal convictions in line with the Rehabilitation of Offenders Act including date of conviction and sentence imposed.

DISABILITIES

The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)

Do you consider yourself to be disabled according to this definition?

Yes ☐ No ☐

If you answered yes, how would you define this impairment?

This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited for interview/assessment.

DISCLOSURE

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation.

Signed:

Date:

REFERENCES

Please give details of two referees, one of which must be from your current/last line manager. The second referee should also be from a previous employer. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References will be taken up prior to interview with your consent.

Current or most recent employer

Please tick this box if you do not want this referee to be contacted prior to interview ☐

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Relationship to you:	

Previous Employer

Please tick this box if you do not want this referee to be contacted prior to interview ☐

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Relationship to you:	

EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

Employment Experience	
Name of current/most recent employer:	
Job Title:	
Address:	
Postcode:	
Salary and benefits:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

Previous Employment Experience						
Name of previous employers	Job Title	Address	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy) (if applicable)	Reason for leaving	Please provide brief details of duties and responsibilities

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

Education			
Qualifications	Grade	Where Obtained	When Obtained

Membership Of Professional Bodies			
Professional Body	Level & method of membership	Membership Number	Date of Membership

Training / Development		
Subject	Provider	Date Attended

SUPPORTING INFORMATION

Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**

