

APPLICATION FORM

Job title	
Reference number	
Employer	
Closing Date	

This data privacy statement explains how we use the information we collect, as well as your rights over any personal information we hold about you.

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate and national insurance number document to confirm this. (Further details are available from the UK Visas & Immigration Website).

By signing this form you provide your consent to the above and for copies of your documents to be taken and retained in order to confirm your legal right to live and work in the UK.

E Signature

DATE

Print Name

Please return your completed application form as an attachment to an email to:

HRResourcing_Applications@sandwell.gov.uk

[IL1: PROTECT]

SECTION 1

PERSONAL INFORMATION

Title	
First name	
Middle name	
Last name	
Contact Information	
E-mail address	
Phone (home)	
Phone (mobile)	
House number/name	
Address line 2	
Address line 3	
City/town	
Post code	
Where did you hear about this vacancy?	

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SECTION 2

EMPLOYMENT HISTORY (Please note – to add further employments you should use the continuation forms at pages 15-18)

Current / Most recent Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving (if applicable)			
Notice period			

[IL1: PROTECT]

SECTION 2

EMPLOYMENT HISTORY

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			
Notice period			

[IL1: PROTECT]

SECTION 2

EMPLOYMENT HISTORY

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			
Notice period			

[IL1: PROTECT]

SECTION 2

EMPLOYMENT HISTORY

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			
Notice period			

[IL1: PROTECT]

SECTION 3

EDUCATION HISTORY

Name of school/college/university	Subject / Level	Date of completion	Result

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MEMBERSHIPS

Name of Association	Membership type and number	Expiry date

TRAINING

Course title	Result and awarding body	Completion date

[IL1: PROTECT]

Please provide your full National Insurance Number

Are you currently an employee of Sandwell MBC? YES / NO

Are you currently on the At Risk Register for Sandwell MBC? YES / NO
If yes, please indicate your employee number

Have you previously worked for Sandwell MBC? * YES/NO

If you have previously been employed by Sandwell Council, the unit in which you worked will be asked to confirm details of your employment, including your reason for leaving.

If you are appointed to work for Sandwell MBC, do you give permission for your name and contact details to be provided to the recognised Trade Unions in Sandwell? YES/NO

If you are appointed to work for Sandwell MBC, do you give permission for your first name, surname and your payroll number to be supplied to Sodexo who are the provider of Sandwell's free Employee Benefits scheme? NOTE This information is only used to validate your eligibility to access the scheme, and is not used for any other purpose. This information is not passed on to any third parties. YES /NO

[IL1: PROTECT]

SECTION 4

Please provide examples of how you meet the essential requirements outlined on the Personnel Specification. You may give examples from your experience in employment, education, voluntary work or personal life.

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Please continue on a separate sheet if you require more space

[IL1: PROTECT]

SECTION 5

REFERENCES

Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character reference. This should not be a friend or family member.

Referee name	
Organisation	
Job title	
Type of reference	Personal/Employer/Other
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Can we approach this referee?	Y/N

Referee name	
Organisation	
Job title	
Type of reference	Personal/Employer/Other
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Can we approach this referee?	Y/N

[IL1: PROTECT]

DECLARATION

All Council employees are required to promote and demonstrate the values of good governance through upholding high standards of conduct and behaviour. This includes ensuring that employees of the authority are not influenced by prejudice, bias or conflicts of interest. A conflict of interest would prejudice an employee's ability to perform his or her duties and responsibilities objectively.

As a responsible employer we aim to ensure that any possible conflict of interests are identified at the recruitment stage.

Therefore, are you related to, or in a personal relationship with, any employee currently working for Sandwell Council, or for a Sandwell School, or to a council member?

YES / NO

If yes, please explain and specify who they are and your relationship to them:

Their NAME	Their JOB TITLE	Your RELATIONSHIP	Their SECTION/SCHOOL

Failure to make a proper disclosure, or any form of canvassing may disqualify you for the appointment, and if appointed, could result in dismissal without notice.

Driving Licence

If this post requires a driving licence, please confirm any driving offences below;

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Thank you for completing the application form.

Please now complete the Equality, Diversity, and Inclusion Monitoring Form by clicking on the link below. We encourage you to provide this information though it is voluntary. The information you provide is confidential and used for monitoring purposes only.

https://forms.office.com/Pages/ResponsePage.aspx?id=m_jApLkj60movyRPsKTP_CmXWj2gPzxHri-vLogFPhdUQVczWk4zN1NLNVc1WjZDMjNZRFA0TVFETi4u

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SECTION 2

EMPLOYMENT HISTORY (continued)

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			

[IL1: PROTECT]

Notice period	
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SECTION 2

EMPLOYMENT HISTORY (continued)

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			

[IL1: PROTECT]

Notice period	
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SECTION 2

EMPLOYMENT HISTORY (continued)

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From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
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[IL1: PROTECT]

Reason for leaving	
Notice period	

[IL1: PROTECT]