

WREXHAM COUNTY BOROUGH COUNCIL

Application for Employment

VACANCY DETAILS

Job Title: _____ Ref No: _____

Department: _____ Closing Date: _____

PERSONAL DETAILS

Title: _____ Last name: _____ First names: _____

Any other names by which you have been known*: _____

Address: _____ Date of Birth*: _____

_____ Post Code: _____

Telephone Numbers (Home): _____ (Mobile): _____

(Work/Office): _____ If necessary may we contact you at work? YES NO

Email Address: _____

Are you a Welsh Speaker: YES NO

Do you have a valid driving licence? YES NO

(only complete the following questions if the Job Description and Person Specification includes driving as a requirement)

Please state type of licence (e.g. Full, Provisional, HGV): _____

Do you have any endorsements or penalty points? YES NO

If yes, please give details: _____

Under the Immigration, Asylum and Nationality Act 2006, the Council has a responsibility to ensure that only those legally entitled to live and work in the United Kingdom are offered employment.

Do you need permission to work in the UK? YES NO

If yes, is this time limited? YES NO

If yes, date expires: _____

Please provide your National Insurance No.:

DETAILS OF CURRENT EMPLOYMENT (or last Employment if Unemployed)

Name of Employer: _____ Employers Tel No.: _____

Full Address: _____ Salary: _____

Grade: (if applicable) _____

Date Appointed: _____

Notice Required: _____

Position Held: _____ Date left (if applicable): _____

Brief Description of Main Duties and Responsibilities: _____

Full name while in this position: _____

Reason for seeking alternative employment (or reason left): _____

PREVIOUS EMPLOYMENT (most recent first) References may be sought from any or all of your previous employers

A) Employer's Name, full Postal Address and Tel No.: _____

Position Held: _____

Grade/Salary at time of leaving: _____ Service - From: _____ To: _____

Full name while in this position: _____

Brief Description of Duties: _____

Reason for leaving: _____

B) Employer's Name, full Postal Address and Tel No.: _____

Position Held: _____

Grade/Salary at time of leaving: _____ Service - From: _____ To: _____

Full name while in this position: _____

Brief Description of Duties: _____

Reason for leaving: _____

PREVIOUS EMPLOYMENT (Cont'd)

C) Employer's Name, full Postal Address and Tel No.: _____

Position Held: _____

Grade/Salary at time of leaving: _____ Service - From: _____ To: _____

Full name while in this position: _____

Brief Description of Duties: _____

Reason for leaving: _____

D) Employer's Name, full Postal Address and Tel No.: _____

Position Held: _____

Grade/Salary at time of leaving: _____ Service - From: _____ To: _____

Full name while in this position: _____

Brief Description of Duties: _____

Reason for leaving: _____

E) Employer's Name, full Postal Address and Tel No.: _____

Position Held: _____

Grade/Salary at time of leaving: _____ Service - From: _____ To: _____

Full name while in this position: _____

Brief Description of Duties: _____

Reason for leaving: _____

If you have more previous employers, please continue on a separate A4 sheet, ensuring that your name and job reference number are included on all additional sheets.

BREAKS IN EMPLOYMENT (most recent first)

Please give reasons for any breaks in employment since leaving school, including any voluntary work, periods of unemployment etc.

| Date from | Date to | Reason |
|-----------|---------|--------|
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| | | |
| | | |
| | | |

EDUCATIONAL/PROFESSIONAL & VOCATIONAL QUALIFICATIONS*

Please list your education history from age 11

| Educational Establishment | Date from | Date to | Subject studied | Qualification Grade/Level | Date Achieved |
|---------------------------|-----------|---------|-----------------|---------------------------|---------------|
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| | | | | | |
| | | | | | |

MEMBERSHIP OF PROFESSIONAL/REGULATORY BODIES e.g. Care Council for Wales*

| Full Name of Professional/Regulatory Body | Date obtained | Membership status/level | Membership Number |
|---|---------------|-------------------------|-------------------|
| | | | |
| | | | |

RELEVANT TRAINING AND PRESENT STUDIES*

Please list below any relevant job-related training you have undertaken or are undertaking at present

| Course Title | Date from | Date to | Organising Body | Qualification (if applicable) | Date achieved (if applicable) |
|--------------|-----------|---------|-----------------|-------------------------------|-------------------------------|
| | | | | | |
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*You will be required to produce evidence of any qualifications/membership of professional/regulatory bodies that are essential for the post you are applying for.

EXPERIENCE

Please state how your skills and experience match the requirements of this vacancy. Use the job description and person specification as your guide. If necessary, please continue on a maximum of 2 separate sheets of A4 paper, placing your name in the top right hand corner and numbering the additional sheets.

(A Curriculum Vitae is not acceptable).

CRIMINAL RECORDS & EMPLOYMENT

The Rehabilitation of Offenders Act 1974 makes it illegal for employers to discriminate against ex-offenders if they take into account a conviction or caution that would not have been disclosed under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013). 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 when making employment decisions. Where a Standard or Enhanced certificate can legally be requested, this is where the position is one that is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; you must not withhold information that would be disclosed on your DBS certificate. Where the job you are applying for requires a standard or enhanced disclosure, this will be highlighted in your job pack. You will be required to provide further details and any offer of employment will be subject to a Disclosure from the Disclosure and Barring Service.

Do you have any unspent convictions, cautions, reprimands or warnings?

YES

NO

If yes, please give details: _____

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

If yes, please give details: _____

Please view the DBS website www.gov.uk/dbs for further information.

If you fail to give us relevant information or give false information, this may result in an offer of employment being withdrawn, or if you are appointed, disciplinary action and dismissal.

Your suitability for appointment will be considered on the basis of all information and any criminal convictions, cautions, reprimands and final warnings will not necessarily be a bar to obtaining employment.

RELATIONSHIP TO ELECTED MEMBERS OR EMPLOYEES OF THE COUNCIL

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship, e.g. share a home with an Elected Member or employee of the Council. **Please Note:** If you contact any Member/Officer of the Council with a view to gaining their support for your appointment, this will automatically disqualify you.

Name _____

Position held: _____

Place of Work: _____

Relationship: _____

REFERENCES

Please give the names and addresses of two people to whom references can be made in support of your application (not relatives), at least one should be your present employer, or last employer, if not currently working. For internal candidates, a reference is to be provided by your current Line Manager. We reserve the right to contact any previous employers. Confirmation of an 'offer of employment' is subject to references satisfactory to us.

Reference 1

Name: _____

Job title: _____

Organisation: _____

Address: _____

_____ Post Code: _____

Telephone No: _____

Email: _____

Relationship to you. (e.g. manager, friend):

References may be sought prior to interview. Please put a ✓ in the appropriate box:

Take up reference prior to interview

Do not take up reference prior to interview

Reference 2

Name: _____

Job title: _____

Organisation: _____

Address: _____

_____ Post Code: _____

Telephone No: _____

Email: _____

Relationship to you. (e.g. manager, friend):

References may be sought prior to interview. Please put a ✓ in the appropriate box:

Take up reference prior to interview

Do not take up reference prior to interview

AVAILABILITY

Please detail any dates over the next four weeks when you will be unavailable for interview: _____

DATA PROTECTION

The information you have given in this application form is covered by the rules and regulations of the Data Protection Act 1998. Information provided by you on this form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed the form will be stored for at least 6 months and then destroyed. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information.

I declare that, to the best of my knowledge, the information I have given on this application form is correct. I understand that my application may be rejected, (or if in employment I may be dismissed without notice), for withholding relevant details or giving false information

Signed: _____ Date: _____

If you are successful for an interview and assessment, please state if you wish to use the Welsh Language. YES NO

Please state your language preference for any documentation that you receive e.g. contract of employment. ENGLISH WELSH



**Please return completed Application Form
along with your Equality Monitoring Form to:**

**Wrexham County Borough Council,
Human Resources,
Guildhall,
Wrexham,
LL11 1AY**