Leeds CITY COUNCIL

CONFIDENTIAL SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes

Please complete this form in **black ink**

Please return completed application forms directly to the school.

Ref:

Closing Date:

Application For Employment as:

For Office use

Title: **Last Name:** **First Name:**

National Insurance No:

Address for Correspondence:

Postcode:

Home Tel No:
Mobile Tel No:
Work Tel No:

Email:

Correspondence relating to this application may be sent via email to the address supplied, please confirm you are happy to receive correspondence in this way YES / NO
May we contact you at work? YES / NO

If the job includes driving, are you licensed to drive the appropriate vehicle? If you hold an HGV licence, please state class. YES NO (Please delete as appropriate)

If you are selected for interview, are there any dates when it would be impossible for you to attend?:

When would you be available for work?:

Is a member of your family or any person you have a close association to a Councillor or Employee of Leeds City Council or Education Leeds? YES/NO (If yes, give details)

For Full Time posts:I am applying for Job Share / Part-Time **(please delete as appropriate)**

Please indicate the range of days and the maximum number of hours you are able to work

CRIMINAL CONVICTIONS (Please see Guidance Notes)

If it states on the job description that this job requires a CRB check, the job is exempt from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you. Applicants applying for jobs not requiring a CRB check must provide details of any unspent convictions, cautions, reprimands and final warnings or criminal proceedings pending against you.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner to the Recruitment Service Manager, to the address provided in the guidance notes.

References

Please give the names and addresses of two referees . One should be your present employer or, if not employed, your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

1. Title: **Name:**

Occupation:

Address:

Postcode:
Telephone No:
Fax No:
Email:
Capacity in which known:

2. Title: **Name:**

Occupation:

Address:

Postcode:
Telephone No:
Fax No:
Email:
Capacity in which known:

Referees will be automatically contacted if shortlisted for an interview

EMPLOYMENT EXPERIENCE

Current or last occupation / position /scheme	Date Started: Permanent/Temporary (Please delete as appropriate)
Salary: Grade/Scale:	Date left (if applicable):
	Reason for leaving :

Employer:

Address:

Briefly describe your duties:

Previous jobs or work experience (Most recent first)

Name of Employer	Date from Month Year	Date to Month Year	Position held and main duties	Reason for Leaving

Training and qualifications relevant to the job

Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Membership of Professional or Technical Bodies	Year Awarded

It is not necessary to complete this page if you are applying for a manual job

Knowledge - (see Guidance Notes)

Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.

Experience - (see Guidance Notes)

Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.

SKILLS - (see Guidance Notes)

Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.

Additional Information (See Guidance Notes)

You must not exceed two sides of A4 paper (this does not apply to Disabled Applicants) . CV's are **NOT** allowed.

Please show how you meet the additional factors on the Employee Specification and use this section if there is any other information you wish to add in support of your application.

Additional Information (continued)

Data Protection Act 1998

The information detailed in this application form will be used in the company's Recruitment and Selection process. It will also be used to monitor the effectiveness of Leeds City Council policies and practices, and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only)
Organisations that handle or investigate the proper use of public funds
Local Government Authorities Central Government Authorities Law Enforcement Authorities

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

Declaration

I consent to Leeds City Council recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Leeds City Council complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

Signature _____ **Date** _____

For Office use

EQUAL OPPORTUNITIES

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Where did you see this post advertised? _____

Date of Birth: _____ **Male** □ **Female** □

Are you Disabled ? **Yes** □ **No** □

Please identify your marital status:

Married □ **Civil Partnership** □ **Co-habiting** □ **Single** □ **Other** □

Please identify your religion:

Buddhist □ **Christian** □ **Hindu** □ **Jewish** □ **Muslim** □ **No Religion** □ **Rastafarian** □ **Sikh** □ **Other** □

Please identify your sexual orientation: (definitions below)

Heterosexual □ **Lesbian** □ **Gay man** □ **Bisexual** □

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

Ethnic Origin

Asian or Asian British

Bangladeshi	AB	☐
Indian	AI	☐
Kashmir	AK	☐
Pakistani	AP	☐
Other (Specify)	AO	☐

Black or Black British

African	BF	☐
Caribbean	BC	☐
Other (Specify)	BO	☐

Chinese or other ethnic groups

Chinese	CC	☐
Other (specify)	CO	☐

Mixed

White and Asian	MA	☐
White and Black African	MF	☐
White and Black Caribbean	MC	☐
Other (specify)	MO	☐

White

British	WB	☐
Irish	WI	☐
Other (specify)	WO	☐

Gypsy/Roma/Travellers GR ☐