

Please complete all sections of the form. The back page of the application form will be detached and retained in the Personnel section. This ensures that your application is dealt with objectively.

Title of the job applied for:	
In the department of:	
Job reference:	
Closing date:	

A1. Personal details	
Name	
Address and postcode	
Telephone Numbers	Daytime Evening Mobile
Email address	

A2. Present or most recent employer/employment	
Name	Period (state month/year)
Address	Name of supervisor
	Nature of business
Postcode	Basic salary
Telephone number	Position held and nature of responsibilities
Notice period	
Reason for leaving	

A3. Previous employment (in date order, starting with most recent)

Please state all employment and account for any gaps. Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.

Job title, name of employer and type of business	From To (state month year)	Brief summary of duties and reason for leaving (if applicable)
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A4. Essential and desirable criteria – see enclosed employee specification (M23)

The employee specification which was enclosed with this application form gives details of the essential and desirable attributes of our ideal candidate. Please use this opportunity to state clearly how you meet each of the criteria set out in the employee specification.

A5. Your reasons for applying for this post

Please use this space to tell us about your reasons for applying for this post.

Empty space for providing reasons for applying for the post.

A6. Reference details

Please give the names and addresses of two people who would be willing to provide a reference concerning your application. One of the referees must be your current/last employer who will be asked specifically about your attendance record.

<p>Name</p> <p>Address</p> <p>Daytime contact number</p> <p>Is this person your present or previous employer?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered 'no' to the above question, in what capacity does the referee know you?</p> <p>.....</p> <p><i>References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Name</p> <p>Address</p> <p>Daytime contact number</p> <p>Is this person your present or previous employer?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered 'no' to the above question, in what capacity does the referee know you?</p> <p>.....</p> <p><i>References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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A7. Relationship to existing council employees or councillors

If you have any personal relationship to any Wirral Councillor, member of a committee of the council or employee of the council, please give their name and relationship. Any approach to Councillors or other employees to influence a selection decision will disqualify you. This does not stop a Councillor or employee giving a reference

Empty space for providing relationship details.

A8. Education

Please tell us about your education, beginning with the most recent.

Date From	Date To	Name of School, College or University

A9. Educational and professional qualifications

You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the employee specification (M23). You may include relevant training courses and membership of professional bodies.

Type of Qualification & Level e.g. GCSE 'O' level	Full Title of Subject Taken & Title of Examining Board	Grade or Mark

A10. Your availability

Please tell us when you are not available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.

A11. Driving or car ownership status

If the job for which you are applying requires you to drive or carries an Essential Car User allowance please answer the following questions.

Are you a vehicle owner? Yes No

Do you hold a full clean current licence? Yes No

If No, please give details of any penalties or endorsements

.....

Please state any other type of licence you hold (e.g. HGV)

A12. Declaration

The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document.

Signature Date

For office use only

EO Interview Yes No

Shortlist Yes No

Reference one Requested Returned

Reference two Requested Returned

Medical check Requested Returned

CRB check Basic Standard Enhanced

Requested Returned

Equal Opportunities

The Metropolitan Borough of Wirral is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation.

To help monitor and improve our Equal Opportunities policy, please complete the following information. This section will be detached and stored separately to ensure that your application is dealt with impartially.



Title of the job applied for	Ref:
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B1. Please repeat your personal details -	
Title	Address &
Last name	Postcode
First name(s)	
Date of Birth	
Marital Status	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

B2. Recruitment Analysis	
<i>The Council operates a policy of equal opportunity. To assist the monitoring of this policy and for that purpose only, please tick the relevant ethnic origin. Please tick appropriate category. If you are in an 'Other background' category please state what it is.</i>	
White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any Other White Background*
Mixed	<input type="checkbox"/> White & Black-Caribbean <input type="checkbox"/> White & Black-African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any Other Mixed Background*
Asian or Asian-British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any Other Asian Background*
Black or Black-British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any Other Black Background*
Chinese	<input type="checkbox"/> Chinese <input type="checkbox"/> Any Other Ethnic Group*

Equal Opportunities

B3. Disability

The Council takes a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the essential selection criteria. The Disability Discrimination Act 1995, defines disability as “a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out normal day to day activities”.

Do you consider that you have a disability? Yes No (tick the appropriate box)

If 'yes' please provide details of any adjustments we might need to make in order to fulfil your needs at interview or in the workplace.

B4. Criminal convictions

*Have you been fined, sentenced to imprisonment, discharged on payment of costs or had any order made against you by a criminal, civil or military court, or public authority, or is any action pending. Motoring offences, except for parking offences, should be included. Disclosure will not automatically discount you from interview. The Council will consider all applications on their merits, only taking into account convictions considered to be relevant to the job applied for. Under the Rehabilitation of Offenders Act 1974, you are not obliged to declare any spent convictions unless the post is subject to a Criminal Records Bureau Check. **This post is subject to the following CRB check:***

None required Basic Standard Enhanced

If the post is subject to a CRB check please read the enclosed Disclosure of Criminal Records Policy to ensure that you declare relevant information.

B5. Source of Application

In order to improve the way in which we advertise in future, please tell us how you found out about this vacancy:

- | | |
|--|--|
| <input type="checkbox"/> Job Centre | <input type="checkbox"/> Newspaper or other publication* |
| <input type="checkbox"/> Internal Personnel Bulletin | <input type="checkbox"/> Internet/Intranet* |
| <input type="checkbox"/> One Stop Shop | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Personal recommendation | *Please give details: |

B6. Confirmation of Declaration *The details given by me are correct to my knowledge and belief. I understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document*

Signature

Date