

# Job Application Form

**Please note that CV's cannot be accepted**

Please complete **ALL Sections** of this form as appropriate, and for ease of photocopying, complete in **Black Ink** or **Type** and use **BLOCK CAPITALS**.

**When completed, sign and return this form to: Employee Services, Recruitment Team, Sandwell MBC, Sandwell Council House, PO Box 2374, Oldbury, West Midlands, B69 3DE.**

Please read the "Information for Job Applicants" booklet prior to completing this application form. All the information you will need to help you complete the sections in this form can be found within this guidance booklet.

Job title:	Application no.:	OFFICE USE ONLY
Reference no.:	Do you currently work for Sandwell Metropolitan Borough Council? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Closing date:	Are you on the At Risk Register for Sandwell Council, Sandwell Leisure Trust or Sandwell Homes? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Section 1: Personal Details

Title:	Day/Work Telephone:
First name(s):	Email address:
Last name:	Date of birth:
Former name(s):	NI Number:
Home address:	Details of person to contact in an emergency: Name & Address:
Post code:	Post code:
Home Telephone:	Emergency Telephone:

If you are applying for a Social Care post, are you registered with the General Social Care Council (GSCC)? Yes  No

If YES, what is your GSCC Registration no.:

## Section 2: Equal Opportunities

Sandwell Metropolitan Borough Council is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. Sections 1 and 2 will be removed prior to short listing and the information requested below will ONLY be used to monitor the Council's practices and will be treated confidentially. If you fail to complete this page fully, it will be viewed as indicating your implied opposition to the Equality Policy and your application will NOT be accepted.

### Ethnicity

Asian or Asian British: Indian <input type="checkbox"/> Sikh <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/>	Mixed: White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background <input type="checkbox"/>
Black or Black British: Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/>	White: British <input type="checkbox"/> Irish <input type="checkbox"/> European <input type="checkbox"/> Any other white background <input type="checkbox"/>
Chinese, Yemeni or other ethnic group: Chinese <input type="checkbox"/> Yemeni <input type="checkbox"/> Any other ethnic background <input type="checkbox"/>	<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>

To the best of your knowledge, are you related to any Council Member and/or to any employee of Sandwell Metropolitan Borough Council? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

Do you have, or have you had in the past, any disability which makes it difficult for you to carry out normal day to day activities: Yes  No

If YES, please provide details of your disability \_\_\_\_\_

Please identify any special requirements or equipment which may assist you

(a) in the recruitment process \_\_\_\_\_

(b) to enable you to carry out the job \_\_\_\_\_

Do you have a legal right to live and work in the UK? Yes  No

I declare that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE NOTE SECTIONS 1 & 2 OF THIS APPLICATION FORM WILL BE REMOVED PRIOR TO SHORT LISTING**

Job title:	Application no.:	OFFICE USE ONLY
Reference no.:		

### Section 3: Education, Training & Qualifications

#### Secondary/Further

Date		School/College/University (Name & Address)	Examination Results (Subject, Level and Grade)
From Mth/Yr	To Mth/Yr		

#### Academic/Professional

Date		College/University (Name & Address)	Examination Results (Subject, Level and Grade)
From Mth/Yr	To Mth/Yr		

#### Relevant training (including short, in-service training)

Date		College/University/Training Provider (Name & Address)	Course Title/Results
From Mth/Yr	To Mth/Yr		

#### Other qualifications, membership of professional bodies

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## Section 4: Experience

Please complete the following, starting with your current employment and include all employment. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 16, or since leaving full time education.

Current/last job held:			
Name & address of employer:			
Postcode:			
Email address:			
Salary/wage:		Grade/scale:	
How long have you worked/ did you work there?	From:		To:
	Please state number of years:		
Do you still work there:	Yes		No
If YES, period of notice required?			
If NO, reason for leaving			
Briefly describe your duties:			



## Section 5: Supporting information

Please use this page to outline any other information that may help your application. Continue on a separate page if necessary and attach it with one staple in the top left-hand corner.

Please continue on a separate sheet if necessary and attach it with ONE staple in the top left-hand corner of the page.

## Section 6: Convictions

### Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

**If you have been convicted of any offence(s), or if there are any proceedings pending against you, please give details.**

If section 9b of the Personnel Specification tells you that a Criminal Records Bureau check will be required, the post you are applying for is covered by the **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**. This means that you must declare all convictions, including cautions, for any offence(s) which for other purposes are 'spent' under the provisions of the Act.

Failure to disclose any previous convictions (including cautions) could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at an interview will be entirely confidential and will be considered only in relation to this application.

Date	Type of offence	Sentence/fine Imposed	Comments

## Section 7: Health

How many periods of absence have you had during the last 12 months?
How many working days has this amounted to in total? Please give dates for each period of absence and the reasons:

## Section 8: References

Please provide details below of two referees (one of whom must be your present or most recent employer) who are able to comment on your suitability for the position:

Name:	Name:
Address:	Address:
Post code:	Post code:
Telephone no.:	Telephone no.:
Email address:	Email address:
Occupation:	Occupation:

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 the reason for your leaving.

May we contact your current employer at this stage without further reference to you? Yes  No

## Section 9: Data Protection Act

“The information you are providing will be used by Sandwell Metropolitan Borough Council in connection with your application and for assessing your suitability for the post advertised. The information will be shared only in compliance with the law and for the purpose of monitoring the Councils practices to ensure equality of opportunity and will be treated confidentially.”

If I am appointed to work with Sandwell MBC, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable).

Yes  No

**N.B. Canvassing for this appointment will disqualify your application.**

**Please check that all sections of this form have been completed and you have signed the declaration on the bottom of page 2.**

Completed forms are to be returned to: Employee Services, Recruitment Team,  
Sandwell MBC, Sandwell Council House, PO Box 2374, Oldbury, West Midlands, B69 3DE