

Application for Employment

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes. This form should be used to apply for currently advertised vacancies only.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement



POST APPLIED FOR (It is essential that candidates complete all details in this box)	Job Title:			
	Reference Number:		Closing Date:	

PART A – PERSONAL DETAILS

Last Name			
First Name(s)	Title	Dr/Miss/Mr/Mrs/Ms	
Address (Address Line 1)			
(Address Line 2)			
(Address Line 3)			
Town / City			
Post Code			
National Insurance Number			
Contact Phone Number			
Email Address*			

* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.

Are you currently employed by Doncaster Council (inc. Schools)? If so, please provide payroll number(s) in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you on Doncaster Council's redeployment register?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been dismissed from a post with Doncaster Council (inc. schools)? If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any dates when you would not be available for interview? If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you seeking a guaranteed interview under the disability symbol scheme?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you supported by a disability organisation? If so, please say which in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you entitled to work in the United Kingdom?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Have you ever been barred from working with children and/or vulnerable adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you related to a Councillor or an employee of the Council? If so, please provide the names and relationship details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you or a close relative have any financial interest which may conflict with the interests of the Council? If so, please provide details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

PART A - Additional Personal Details Information:

Please use this section to expand on any of the questions in Part A.

References:

	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee Name		
Job Title		
Address		
Email		
Telephone		
May we take up reference prior to an offer of employment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please note that for positions dealing with children and / or vulnerable adults, Doncaster Council may need to take up references from any previous employers. By submitting this application you are agreeing to this practice. **Please refer to our Reference Policy in our Candidate Information Pack.**

PART B – INFORMATION IN SUPPORT OF APPLICATION

Educational, Training & Vocational Qualifications - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development.

Date (dd/mm/yyyy)	Qualification/Training	Grade

Professional Memberships - Please provide details (including membership number and level).

Date (dd/mm/yyyy)	Membership (Institute/Awarding Body)	Membership No.	Level

Employment Record - Please provide details of your full employment history (current or most recent employment first).

Name & Address of Employer	Dates from / to (dd/mm/yyyy)	Job Title, Brief Description of Duties, Salary and Grade	Reason for Leaving

Employment Record - Continued

Name & Address of Employer	Dates from / to (dd/mm/yyyy)	Job Title, Brief Description of Duties, Salary and Grade	Reason for Leaving

Please provide details of any breaks in employment.

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Additional Information in Support of your Application – Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet.

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We advise applicants that the data held by Doncaster Council in respect of employment will be used for cross-system and cross-council comparison purposes for the prevention and detection of fraud.
I declare that the information that I have given in this application is accurate and true.
I understand that providing misleading or false information will disqualify me from the appointment and/or may result in dismissal.

Signed		Date	
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PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

Please note - this page will be detached and is not part of the selection process
(See Candidate Information Pack for more details)

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

Last Name:		First Name(s):	
Job Title:		Ref Number:	
Nationality (please state)			

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation	
Bisexual	<input type="checkbox"/> (E404)
Gay Man	<input type="checkbox"/> (E403)
Gay Woman / Lesbian	<input type="checkbox"/> (E405)
Heterosexual	<input type="checkbox"/> (E402)
Prefer not to say	<input type="checkbox"/> (Refu)

Age Band	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Where did you see the vacancy advertised?	
www.jobsdoncaster.co.uk	<input type="checkbox"/>
www.jobsgopublic.com	<input type="checkbox"/>
Doncaster Council Intranet	<input type="checkbox"/>
Other Website	<input type="checkbox"/>
Doncaster Free Press	<input type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
National Newspaper	<input type="checkbox"/>
Professional Magazine	<input type="checkbox"/>
Jobcentre Plus	<input type="checkbox"/>
Doncaster Council Jobshop	<input type="checkbox"/>
Library / Customer Service Centre	<input type="checkbox"/>
Council Vacancy Bulletin	<input type="checkbox"/>
Other	<input type="checkbox"/>

Ethnic Origin	
White	
• British	<input type="checkbox"/> (E114)
• Irish	<input type="checkbox"/> (E115)
• White Other	<input type="checkbox"/> (E116)
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/> (E101)
• Indian	<input type="checkbox"/> (E102)
• Pakistani	<input type="checkbox"/> (E104)
• Any Other Asian	<input type="checkbox"/> (E103)
Black and Black British	
• African	<input type="checkbox"/> (E105)
• Caribbean	<input type="checkbox"/> (E106)
• Any Other Black	<input type="checkbox"/> (E107)
Mixed	
• White & Asian	<input type="checkbox"/> (E110)
• White & Black African	<input type="checkbox"/> (E111)
• White & Black Caribbean	<input type="checkbox"/> (E112)
• Any Other Mixed	<input type="checkbox"/> (E109)
Other	
• Chinese	<input type="checkbox"/> (E108)
• Any Other	<input type="checkbox"/> (E113)
• Prefer not to say	<input type="checkbox"/> (Refu)

Religion / Belief	
Buddhist	<input type="checkbox"/> (E301)
Christian	<input type="checkbox"/> (E302)
Hindu	<input type="checkbox"/> (E303)
Jewish	<input type="checkbox"/> (E304)
Muslim	<input type="checkbox"/> (E305)
Sikh	<input type="checkbox"/> (E306)
Other	<input type="checkbox"/> (E307)
None	<input type="checkbox"/> (E308)
Prefer not to say	<input type="checkbox"/> (Refu)

