

Job Application Form

Employee Resourcing Team,
Stoke-on-Trent City Council,
Floor 2, Civic Centre,
Glebe Street
Stoke-on-Trent
ST4 1HH

Telephone Number: 01782 238189

E-mail: recruitment@stoke.gov.uk

Section A

1. Vacancy Details

Vacancy ID		Applicant ID (for office use only)	
Directorate / School			
Job Title		Closing Date	

2. Source

<input type="checkbox"/> www.stoke.gov.uk	<input type="checkbox"/> www.gov.uk/jobsearch	<input type="checkbox"/> www.wmjobs.co.uk	<input type="checkbox"/> Newspaper (Please specify:)
<input type="checkbox"/> Professional Journal (Please specify:)	<input type="checkbox"/> Social Media (Please specify:)	<input type="checkbox"/> Other (Please specify:)	

3. Personal Details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
First Name(s)		Surname	
Address			
Post Code		Email Address *	
Tel No. Home		Tel No. Mobile	
Date of Birth		National Insurance No.	

*Please note any communication regarding the selection process will be sent to the email address provided. If you are appointed to this role, this email address may also be used to send you further contractual documents and notifications.

Do you have full clean driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have the ability to travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Right to Work in the UK (Asylum and Immigration Act 1996)

If appointed you will be required to provide proof of current and valid permission to be in the United Kingdom and to do the type of work offered. A list of valid documents are available at www.bia.homeoffice.gov.uk

Are you able to provide the documents required? Yes No

5. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Please read the following guidance before completing the question below

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected'? Yes No

If YES, please provide full details below including the date and nature of the offence:

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act. For these positions the City Council will check with the DBS to see if you have any criminal convictions.

[Are you registered with the DBS Update Service?](#) Yes No

Any information will be treated as confidential. You should note that disclosing a conviction does not automatically bar you from appointment. Failure to disclosure may result in withdrawal of any job offer in relation to this form.

6. References

Please give the name and address of two people, one of whom must be your present employer (or if unemployed, your last employer) to whom reference can be made. If this is your first employment, please use your school / college

1. Present / Last Employer:

Name		Title / Position	
Address			
Post Code		Email Address	
Tel No.		Tel No. Mobile	
Are you happy for this referee to be contacted prior to appointment?			<input type="checkbox"/> Yes <input type="checkbox"/> No

2.

Name		Title/Position	
Address			
Post Code		Email Address	
Tel No.		Tel No. Mobile	
Are you happy for this referee to be contacted prior to appointment?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note – in the interest of safeguarding if your post requires you to work with children we will contact your referees prior to an interview. For all other post references will be sought on appointment

7. Declaration

I declare that all the information I have provided is true, and I have not canvassed a member / officer of the council directly or indirectly, in connection with this application and further to that will not do so.

Signature		Date	
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To your knowledge are you related to any members / employees of the City Council? Yes No

If YES, please specify who:

8. Equality and Diversity - For monitoring purposes only

Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer not to say Applicants should answer this question according to their current gender presentation, which may be different to that assigned at birth												
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partner <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved <input type="checkbox"/> Separated <input type="checkbox"/> Prefer not to say												
Sexual Orientation	<input type="checkbox"/> Opposite Sex (Heterosexual) <input type="checkbox"/> Opposite and Same Sex (Bisexual) <input type="checkbox"/> Same Sex (Lesbian / Gay) <input type="checkbox"/> Prefer not to say												
Disability	Do you consider yourself to be disabled under the Equality Act 2010? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say												
Ethnic Origin	<table border="0"><tr><td>White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Gypsy / Roma <input type="checkbox"/> Other White</td><td>Mixed <input type="checkbox"/> White / Asian <input type="checkbox"/> White / Black African <input type="checkbox"/> White / Black Caribbean <input type="checkbox"/> Other/ Mixed</td><td>Asian / Asian British <input type="checkbox"/> Pakistani <input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian</td></tr><tr><td>Black / Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black</td><td>Chinese / Other Ethnic <input type="checkbox"/> Chinese <input type="checkbox"/> Other</td><td></td></tr><tr><td colspan="3"><input type="checkbox"/> Other Please state:</td></tr><tr><td colspan="3"><input type="checkbox"/> Prefer not to say</td></tr></table>	White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Gypsy / Roma <input type="checkbox"/> Other White	Mixed <input type="checkbox"/> White / Asian <input type="checkbox"/> White / Black African <input type="checkbox"/> White / Black Caribbean <input type="checkbox"/> Other/ Mixed	Asian / Asian British <input type="checkbox"/> Pakistani <input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian	Black / Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black	Chinese / Other Ethnic <input type="checkbox"/> Chinese <input type="checkbox"/> Other		<input type="checkbox"/> Other Please state:			<input type="checkbox"/> Prefer not to say		
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<input type="checkbox"/> Other Please state:													
<input type="checkbox"/> Prefer not to say													
Religion / Belief	I would describe my religion and belief as: <input type="checkbox"/> No Religious Belief <input type="checkbox"/> Prefer not to say												

11. Supporting Information (continue on a separate sheet if required)

Please tell us why you are suitable for the job. You will need to address and provide examples of all points marked on the person specification. It is advisable to take each point in turn and demonstrate / evidence how you meet this. This is important, as you will be shortlisted against this criteria.

12. Current / Last Employment * Previous employers may be contacted to validate information provided.

Name of Employer			
Address			
Post Code		Tel No	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your Current / Last Job			
Reason for leaving /wanting to leave		Notice Period	

13. Previous Employment - at least five years history must be provided. * Start with the most recent (continue on a separate sheet if required)

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

Name of Employer			
Address			
Postcode		Tel No.	
Job Title		Salary	
Date: From		Date: To	
Brief Description of your role			
Reason for leaving			

On appointment if the post, requires you to work with vulnerable adults or children your employment history will be verified

If you have any gaps in your employment or education, please explain them here (continue on a separate sheet if required)

Please detail below any dates when you would not be able to attend an interview. Every effort will be made to avoid these dates but this may not always be possible.

Thank you for taking the time to complete this application form.

If you have not received any further communication within 8 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

If you required the application form in an alternative format, please contact us.

www.stoke.gov.uk/jobs