

THIS APPLICATION FORM SHOULD BE COMPLETED IN FULL. APPLICATIONS WILL NOT BE CONSIDERED IF SUBMITTED IN THE FORM OF A CV.

POST APPLIED FOR Post No. Service

FOR OFFICE USE ONLY	
Application No.	
Date Rec'd	
Date Ack'd	
Date of Interview	
Shortlisted	YES/NO
Appointed	YES/NO
Reason Code	<input type="text"/>

1. PERSONAL DETAILS

Surname (Block Letters)	Initials	National Insurance No:
Address (Block Letters)	Telephone Numbers	Are you currently employed by Calderdale M.B.C.? YES/NO
	Home Business	Have you a current Motor Vehicle Licence? YES/NO
E-mail address	Ext.	
As part of the Equal Opportunities policy, Calderdale M.B.C, particularly welcomes applications from people with disabilities and will offer interviews to all disabled persons satisfying the essential criteria for the post.	Do you have a disability? What is the nature of your disability?	YES/NO
Do you have any special requirements the Council needs to consider if you are shortlisted for interview?		

2. EDUCATION

Types of Education i.e. Secondary School/College/University You need not state actual name of Educational Establishment Attended	Dates		Qualifications Gained (State Level)	Grades	Date
	From	To			

3. TRAINING: VOCATIONAL AND OCCUPATIONAL QUALIFICATIONS RELEVANT TO THE POST (PROFESSIONAL QUALIFICATIONS, GNVQ, NVQ AND NON QUALIFICATION COURSES)

Professional/Organising Body	Course Details	Dates	
		From	To

Have you served an apprenticeship or a modern apprenticeship? YES/NO

If 'Yes' please state details

IF CALLED FOR INTERVIEW, PLEASE BRING YOUR QUALIFICATIONS AND MEMBERSHIP CERTIFICATES WITH YOU.

4. PRESENT EMPLOYER

Name and Address Telephone No.	Nature of Business
	Present Salary (with grade if possible)
	Other Benefits
Job Title	Responsible To
Date of Appointment	
Notice Required	
Brief Description of Duties	

5. PREVIOUS EMPLOYMENT

Employer	Job Title	Grade/ Salary per annum	Dates	
			From	To

Please give reasons for any gap between jobs eg. unemployment, study, childcare etc.

6. DETAILS OF RELEVANT EXPERIENCE AND ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

This may include paid/unpaid employment, for instance, experience in voluntary community work. Candidates are only shortlisted on the basis of the criterion detailed in the Personnel Specification for this post. Please use this space to show us that you have the skills, knowledge and experience required for this post (continue on additional sheets if necessary). If available, please provide organisation charts if relevant.

7. CRIMINAL RECORD CHECK - CRIMINAL RECORDS BUREAU

As Calderdale Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, successful applicants who are offered employment with the Council may be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed.

The level of criminal record check required (Standard or Enhanced Disclosure) will depend upon the nature of the post. This check will include details of cautions, reprimands or final warnings as well as convictions.

If the post you are applying for requires a criminal record check, further information will be enclosed with this application form.

8. REFEREES (one of whom must be your most recent employer)

May we contact your present employer prior to the interview? YES/NO
(Referee a. should be a relevant referee from your present employment or immediate past employment if not employed)

a. Name

b. Name

Position held by referee:

Position held by referee:

Address:

Address:

Telephone:

Telephone:

For posts having substantial access to children, the Council reserves the right to approach any previous employer.

9. HEALTH

Statement as to general health. Please give full details of absences from work because of illness and/ or other occasions over the last 3 years. Please give details of any long term progressive illness.

10. DECLARATION OF RELATIONSHIP

Are you related to a Councillor or Senior Officer in the Council or to a Governor of the school at which you are seeking appointment? (If so please give details) (A candidate who fails to disclose a relationship will be disqualified and, if appointed, will be liable to dismissal).

Canvassing will disqualify.

11. MEDIA ANALYSIS

Please state where you learned of this vacancy:

I declare that the particulars given above are true to the best of my knowledge.

Signature Date

Have you completed an equal opportunities monitoring form?

Application Number
(Office Use Only)

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- CONFIDENTIAL -



EQUAL OPPORTUNITIES MONITORING FORM

The Council is committed to being an equal opportunities employer. The aim of our policy is to **ensure** that all applicants are treated equally irrespective of race, colour, ethnic or national origin or religion, political views or membership, gender, age, marital status, disability, mental health, trade union membership or sexual orientation either by direct or indirect discrimination.

Criminal Records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence.

To assist in monitoring this policy, and for **no other reasons** please complete this questionnaire. This information will be kept strictly confidential. It will not be seen or used during the selection process and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested.

Post Reference No.

Surname

Previous Surname (if any)

Forenames

Age

Date of Birth

Gender - Male / Female

Disabled - YES / NO

Ethnic Origin (See Over)

NOTE

If at any time you feel aggrieved at the manner in which your application is received and/or the way an interview is conducted to which you were invited, you should formally submit, in writing, such complaint direct to the Chief Personnel Officer, 8 George Street, Halifax, HX1 1HA, who will arrange for the circumstances to be investigated.

ETHNIC ORIGIN Please place X in the appropriate box

1. White

- (a) British
- (b) Irish
- (c) Any other White background

2. Mixed

- (a) White and Black Caribbean
- (b) White and Black African
- (c) White and Black Asian
- (d) Any other Mixed background

3. Asian or Asian British

- (a) Indian
- (b) Pakistani
- (c) Bangladeshi
- (d) Any other Asian background

4. Black or Black British

- (a) Caribbean
- (b) African
- (c) Any other Black background

5. Chinese or other ethnic group

- (a) Chinese
- (b) Any other