

Completing Your Application Form

Complete the application form (use black ink if completing the form by hand). If you have a disability that prevents you from completing the form please contact the Human Resource section on 01827 719347.

The recruitment monitoring form must be completed in full.

Add your initials to any additional sheets.

Return your completed application form and recruitment monitoring form by email or post to the address shown on the job advert by the stated closing date.

Tips for completing the Additional Information section:

The decision to select you for interview will be based on how closely you meet the essential criteria shown on the person specification. You should address the essential criteria. Use this as a guide to what skills and experience you need to have. These may have been gained from paid work, voluntary or leisure activities, work in the home, training and education. If you feel that you meet any of the desirable criteria highlight these too. You might find it helpful to do a rough draft first.

Try to organise your information into clear, concise points to demonstrate that you have the skills we are looking for. Accurate spelling, punctuation and grammar help to make a good impression. Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same. eg you may be applying for a job in an office that requires you to have the ability to work under pressure and respond to the needs of the customer. Although you have not done this in an office environment you may have worked in a busy restaurant where you did work under pressure and responded to the needs of the customer.

Recruitment monitoring form

The information you provide on the recruitment monitoring form is confidential and will not be seen by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes only, in order to measure the effectiveness of the Council's equal opportunities and recruitment policies.

CONFIDENTIAL

For Office Use Only:
Application Number

NORTH WARWICKSHIRE BOROUGH COUNCIL

Please complete the application form and the recruitment monitoring form. Please use **black** ink, ball point or typescript, as it will be necessary to photocopy your application.



Post applied for:

Closing Date:

1. Guaranteed interview for people with disabilities

Do you have a disability that you wish to tell us about?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, do you require any support or adjustments to enable you to take part in the selection process for this job?				
If Yes, give details	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you LEP eligible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

People with disabilities or are LEP eligible who meet the essential criteria will be guaranteed an interview

2. Personal Details

Posts which involve driving: Do you have a current / full driving licence? YES/NO	Do you have any endorsements? YES/ NO
If YES please give details	
If applicable please give dates on which you will NOT Be available for interview. eg Holidays	If selected when could you start? Give period of notice if applicable
Are you related to any Member or Senior Officer? If YES please give details	YES/NO

3. Education and Qualifications

Most recent first

Name of School/College	Dates		Subject	Qualifications Gained	Grade	Date
	From	To				

4. Qualifications being studied for

Name of College/University	Subject	Level	Expected Date of Qualification

5. Professional Membership

Name of Professional Body	Level of Membership	Membership Number	Date

6. Employment History

Name and address of present (or most recent) employer and nature of business	Position Held and grade, if applicable	from Month/Year	To Month/Year	Salary, including all allowances
Names of previous employers and nature of business (starting with most recent)	Position Held	From Month/Year	To Month/Year	Reason for Leaving

Employment History Continued: Names of previous employers and nature of business	Position Held	From Month/Year	To Month/Year	Reason for Leaving

7. Training

Relevant Training Courses attended – most recent first

Organising Body	Course Details	Date (month/year) Duration of Course

8. Additional Information

A person specification will normally be supplied and you should detail how you meet the requirements set out, giving specific example where possible. You should also state how this post fits in with your longer term career planning. If required use additional sheets and mark each sheet with your initials.

9. Health

Please give the number of days lost through sickness in the past 2 years _____

Total number of periods of absence. Please List:

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10. References

Note: Referees should not be friends or relatives

REFERENCES: Please give the names and addresses of two referees. These should include your present or last employer if currently unemployed. These should be your direct line manager/supervisor. Students should give the names of Head Teacher, Tutor, Professor, as appropriate.

If you do not wish your present employer to be contacted at this stage please write NO in box

Name:

Name:

Address:

Address:

NORTH WARWICKSHIRE BOROUGH COUNCIL



Recruitment Monitoring Form

This section forms an integral part of the application form and must be completed accurately and in full.

This form is confidential and will not be seen by the selection panel. The information provided on this will be used by the Council only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.

Please answer the following as appropriate (use black pen if completing by hand)

For Office Use Only:
Application Number

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Post Applied for _____

Personal Details

Full Name:	
Home Address in full: (Block Capitals)	
Home Telephone Number:	
Work Telephone Number:	
Mobile Telephone Number:	
Email Address:	
Sex:	Female <input type="checkbox"/> Male <input type="checkbox"/>
Disability – do you consider yourself to be a disabled person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any unspent convictions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give details	
Nationality	
Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>
If Yes, do you currently have a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is your permit number?	

Ethnic Group

To which ethnic group would you say you belong?

Mark **one** box only please

White

- British
Irish
Other

Mixed

- White and Black Caribbean
White and Black African
White and Asian
Other mixed background

Asian or Asian British

- Indian
Pakistani
Bangladeshi
Other Asian

Black or Black British

- Caribbean
African
Other Black

Other

- Gypsy or Traveller

If any other please specify _____

Age

Please indicate the band in which your age falls.

- Under 25
25 – 34
35 – 49
50 – 65

Vacancy

How did you become aware of this vacancy? Mark one box only please

- Newspaper
On line
Word of mouth
Job Centre
Journal
West Midlands Jobs on line
Other *

* If other please specify _____