



# Application for Employment

Post Applied For:

Where did you see this post advertised?

**Please note:**

The application form is in three parts. Part 1 carries your personal details, Part 2 carries Equal Opportunities monitoring information, and Part 3 will have the details of your qualifications and experience. Upon receipt of the form the parts will be separated and **selection for interview will be made from Part 3 only.**

**PART 1- PERSONAL DETAILS**

Forename(s):	Title (Mr, Miss, Mrs, Ms, Dr etc)
Surname:	National Insurance Number:
Home Address:	Contact Address (If different)
Post Code:	Post Code: egeg
Contact Details: Please indicate how You would prefer us to contact You by providing details and clicking the relevant box(es) below	
<input type="checkbox"/> Home Tel no:	<input type="checkbox"/> Business Tel no:
<input type="checkbox"/> Mobile:	<input type="checkbox"/> Email Address:
If you are selected for interview are you happy for us to contact you/confirm the interview arrangements by email. Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p><b>Canvassing</b> Canvassing members of the Council or of any Committee or Appointing Officer, directly or indirectly, for any appointment</p> <p>If to your knowledge you are related to any Councillor or Officer of Stroud District Council please disclose:</p> <p>Name of Councillor or Officer:</p> <p>Relationship:</p>	

## PART 2 – RECRUITMENT MONITORING INFORMATION

We are committed to ensuring that applicants are selected for interview and appointment based on their abilities relevant for the job. No one will be treated less favourably due to their race, gender, disability, age, sexual orientation, religion or belief. We welcome job applications from all sections of the community.

To help us to monitor the effectiveness of our Equal Opportunities Policy please complete below. The information that you supply us will be treated in the strictest confidence.

<b>Date of Birth:</b>	<b>Age:</b>	<b>Gender: Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>
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### Please tick the box that best describes your ethnic origin

White	Mixed	Asian or Asian British	Black or Black British	Chinese or Other ethnic group
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	
<input type="checkbox"/> Any other White background	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Any other ethnic group
Please indicate:	Please indicate:	Please indicate:	Please indicate:	Please indicate:

## Disability

**Stroud District Council welcomes applications from people with disabilities. All disabled candidates who meet our essential selection criteria will be interviewed.**

Under the Equality Act (2010) a person with a disability is defined as having:

'A physical or mental impairment that has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. The impairment needs to have lasted or likely to last for a period of at least 12 months. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and Multiple Sclerosis (MS).

**Do you consider yourself to have a disability as defined above?** Yes  No

**If you wish, you may disclose information about your:**

Religion:
Sexual orientation:

## Criminal Convictions – all applicants to complete the certification box below

Have you been convicted of a criminal offence (Other than motoring offences and spent convictions)?

Yes  No  (If Yes please specify separately with your application)

Unless stated otherwise you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act (1974). However, if you are applying for a job that will involve working with children and vulnerable adults you must always declare any conviction and/or cautions for criminal offences whether 'spent' or 'unspent'. For relevant posts a Disclosure and Barring Service check (DBS) will be required.

**Having a criminal record is not necessarily a bar to employment with the Council**

## Referees

Please give the names and addresses of two persons to whom reference may be made one of which should represent your present or most recent employer (*please do not use relatives*). **Employment references should cover the last 3 years employment history**. References will only be taken up for the successful candidate.

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email:	Email:
Occupation:	Occupation:
Capacity in which known to you:	Capacity in which known to you:

### Certification – Please make sure you read the below statement

#### How information about you will be used

Personal data is processed in accordance with the [Council's Privacy Notice](#). Please see sections 1 to 10 and section 13 on Human Resources for full details affecting employment applications. The information on this form is used to assess your suitability for the post. The application forms of unsuccessful candidates will be retained for six months after which time they will be destroyed by shredding. If you are the successful candidate, relevant information will be taken from this form and used as part of your personal record.

I certify that my replies are true, complete and correct to the best of my knowledge and belief. I understand and acknowledge that any false statement knowingly made or the withholding of any relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate.

Signature \_\_\_\_\_

Date

**Please continue to the next section - PART 3.**

**Selection for interview is based upon the contents of PART 3 only.**

**PART 3 – QUALIFICATIONS AND EXPERIENCE**

Application No. *(Office use only)*:

Application for the Post of:

**Education and Qualifications**

<p><b>Secondary Schools:</b></p>	<p><b>Examinations passed</b> (subject, level, grade)</p>
<p><b>College/University:</b></p>	
<p><b>Other courses:</b> <i>(including part-time education and correspondence courses)</i></p>	

**Membership of Professional Bodies:**

Body:	Type of membership:
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**Present Job:**

Name and Address of employer ( <i>If applicable</i> )	
Nature of business:	
Position held:	
To whom responsible:	
Date of appointment:	
Salary:	
Other benefits:	
Reason for leaving:	
Notice to terminate your employment: ( <i>weeks/months</i> )	
Number and post titles of employees supervised by you:	
Description of your Key duties: (100 words limit).	

**Previous Job History** – most recent first (*including service in HM Forces*)

<b>Date From - To</b>	<b>Employer</b>	<b>Position held</b>	<b>Salary</b>	<b>Reason for leaving</b>

**Mobility** (Please complete if the Job Description or Person Specification for the post includes these requirements).

Do you hold a valid driving licence? Yes  No

Do you have access to a vehicle that you are able to use for work purposes? Yes  No

If not, are you able to travel for work purposes, by another means of transport? Yes  No

Please give details of any endorsements below:

## Relevant Experience and Skills

**Shortlisting and selection will be based on the criteria set out in the Competency framework and accompanying Person Specification.**

After reading the Competency framework, job description and person specification, please let us know why you want the job and what strengths and personal qualities you have to offer the Council.

Please also demonstrate how you satisfy each point in the competencies set out below, drawing on your work and personal experience, education and training.

The boxes below are fixed, please ensure that your description for each competency fits into the given space. We will **not** accept any additional Supporting information.

### **Your suitability to do the job**

Demonstrate your relevant skills from your previous work experience that will help you to carry out the job you have applied for. (200 words limit)

### **Effective Communication**

Demonstrate how you can communicate clearly and effectively with a diverse range of people, giving consideration to influencing and persuasion skills? (200 words limit)

## **Customer Service**

Demonstrate how you strive to deliver a consistently high level of customer service? (200 words limit)

## **Working Together**

Demonstrate your ability to work well as part of a team and also with wider partners of the Council? (200 words limit)

**Please consider the other competencies set out in the person specification to explore further during the interview process.**

Email your completed application form to: [recruitment@stroud.gov.uk](mailto:recruitment@stroud.gov.uk)