

# APPLICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| POST APPLIED FOR |  | VACANCY NUMBER |  |
| Internal Candidate  | Yes/No | External Candidate  | Yes/No | Where vacancy seen?  |  |
| 1. PERSONAL DETAILS |
| Title |  | Surname |  | First name  |  |
| Preferred name  |  | Mobile phone no. |  |
| Address |  |
| Email  |  |
| How would you prefer to be contacted? |  |
| National Insurance Number |  |
| 2. REHABILITATION OF OFFENDERS |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013) |
| Yes / No - If “yes”, describe the offence and date of conviction. |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS Filtering collection **(https://www.gov.uk/government/collections/dbs-filtering-guidance)** |
| 3. RELATIONSHIPS |
| Are you related to any Councillor or Officer of this Council? If yes, please give details (e.g. name, position held, and relationship). Please note that Canvassing of Councillors or Senior Officers shall lead to disqualification. |
| Yes / No – Details:  |
| 4. RIGHT TO WORK IN THE UK |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment?  | Yes / No - If “yes” give details |
| Do you need a work permit to work in the UK? | Yes / No |
| 5. REFERENCES |
| Please give two referees who can comment on your professionalism / work ability, one of whom should be your present / most recent employer.  |
| Please tick the box if you explicitly consent to us contacting referees after you have been conditionally offered the post and have verbally accepted the position?  |
| You should be aware that as part of Carlisle City Council’s Anti-Fraud Strategy, any offer of employment within the Revenues and Benefits Services Unit is subject to receipt of satisfactory references for the last 5 years of employment. |
| Reference 1 |  | Reference 2 |
| Name  |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Email |  | Email |  |
| POST APPLIED FOR |  | VACANCY NUMBER |  |
| 6. EDUCATION |
| School | Qualifications Gained  |
|  |  |
| **Do you hold a driving licence?**Please provide further details if this is required for the position. | Yes/No |
| 7. PROFESSIONAL QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL BODIES |
| Full Details of Professional Qualifications and the date you achieved them. We encourage you to include all of your qualifications (for example they may not be work related – First Aider, Holiday Spanish, Run Leader)  |
| **Qualification** |  |
| Date Studied  |  | Where studied  |  |
| **Qualification** |  |
| Date Studied  |  | Where studied  |  |
| **Qualification** |  |
| Date Studied  |  | Where studied  |  |
| **Qualification** |  |
| Date Studied  |  | Where studied  |  |
| **Qualification** |  |
| Date Studied  |  | Where studied  |  |
| 8. CURRENT EMPLOYMENT |
| Are you currently Employed [ ]  or Unemployed [ ]  (if unemployed give details of last employment below) |
| **Name of employer** |  |
| Address |  |
| Job title |  |
| Date Appointed |  | Date Terminated  |  |
| Latest Salary/Scale |  | Length of notice |  |
| Summary of main duties / purpose of job. Please also include your key achievements.  |  |

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| 9. PREVIOUS EMPLOYMENT  |
| Starting with the most recent. Please cover the last 10 years. Continue a separate sheet if necessary. |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |
| **Name of employer** |  |
| Job Title  |  |
| Final salary/Scale |  |
| Reason for leaving |  |
| Period of Employment | Month and Year: | To | Month and Year: |

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| 10. REASONS FOR APPLYING |
| Please explain why you are applying for this post – you may wish to consider the Council’s Values – our 3Cs – which are **Clear, Committed and Confident.**  |
|  |
| **Carlisle City Council offer all employees 3 days voluntary leave per year. If you had the opportunity, what would you do and how would this benefit yourself and the local community.**  |
|  |
| 11. RELEVANT EXPERIENCE / SKILLS |
| Please give details of any achievements, career plans or particular areas of work experience (including voluntary work), which you feel are most relevant to this post. Continue on a separate sheet if necessary. |
|  |
| 12. INTERESTS / LEISURE ACTIVITIES  |
|  |

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| --- |
| 13. GDPR |
| The Council of the City of Carlisle complies with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.  The information provided will be held securely for the purpose of administering your application and any subsequent work.  Your personal information will not be used for any other purpose, but may be shared with third parties if the post applied for is externally funded and the funding body is being active in the recruitment process. Applicants are required to read the Council’s Job Application Privacy Notice, which is available at [www.carlisle.gov.uk](http://www.carlisle.gov.uk) or on request. |
| 14. DECLARATION |
| I declare to the best of my knowledge the information on this application is true and accurate. I understand that any false statements or failure to disclose any information requested on this form may result in my application being disqualified. Discovery after appointment may lead to dismissal without notice or disciplinary action.I have read the Council’s Privacy Notice and understand how and why my information will be processed for the purpose of the recruitment process, and I understand my rights associated with the Council processing my personal data. |
| **Signed** |  | **Date** |  |
| Please note that if application is sent by email you will be required to sign form if selected for interview. |
| *This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.* |

**EQUAL OPPORTUNITIES MONITORING**

****At Carlisle City Council we monitor our recruitment processes to ensure that all applicants are fairly assessed and that we meet our obligations under the various Acts of Parliament and related Codes of Practice concerned equality. Please help us to carry out this monitoring by answering the questions below. They are placed on a separate page to the application form to emphasise that they relate only to monitoring

EQUAL OPPORTUNITIES MONITORING

**This page will be detached and will not form part of the selection procedure. Data will be used for statistical purposes, and if successful will be held on your personal record. Please tick appropriate boxes.**

|  |  |
| --- | --- |
| **Full Name:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

**Sex**

|  |  |  |
| --- | --- | --- |
|  |[ ]  Male |[ ]  Female |

**Gender** Is your gender identity the same as the gender you were assigned at birth?

|  |  |  |  |
| --- | --- | --- | --- |
|  |[ ]  Yes |[ ]  No |[ ]  Prefer not to say |

**Preferred Title**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |[ ]  Mr |[ ]  Mrs |[ ]  Miss |[ ]  Ms |[ ]  Other |

**Relationship Status**

|  |  |  |  |
| --- | --- | --- | --- |
|  |[ ]  Married  |[ ]  Single |[ ]  Separated/Divorced |
|  |[ ]  Civil Partnership |[ ]  Co-habiting |[ ]  Widowed |

**Ethnic Origin** (Please tick the box that you feel best describes your ethnic origin)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **White:** |  |  | **Asian/Asian British:** |
|  |[ ]  British (English, N Irish, Scottish, Welsh) |  |[ ]  Indian |
|  |[ ]  Irish |  |[ ]  Pakistani |
|  |[ ]  Gypsy or Irish Traveller |  |[ ]  Bangladeshi |
|  |[ ]  Any other white background (please specify) |  |[ ]  Chinese |
|  |  |  |  |[ ]  Any other Asian background (please specify) |
|  |  | **Mixed/Dual Heritage:** |  |  |  |
|  |[ ]  White & Black Caribbean |  |  | **Black/Black British:** |
|  |[ ]  White & Black African |  |[ ]  Caribbean |
|  |[ ]  White & Asian |  |[ ]  African |
|  |[ ]  Other mixed background (please specify) |  |[ ]  Any other black background (please specify) |
|  |  |  |  |  |  |
|  |[ ]  **Prefer not to say** |  |  |  |

**Disability** Do you consider yourself to have a disability/impairment under the Equality Act 2010?

(See Note 1 overleaf)

|  |  |  |  |
| --- | --- | --- | --- |
|  |[ ]  Yes |[ ]  No |[ ]  Prefer not to say |

**Age Range**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |[ ]  16-24 |[ ]  25-35 |[ ]  36-45 |[ ]  46-64 |[ ]  65+ |
|  | Date of Birth |  |  |  |  |  |

**Faith/Religious Belief**

|  |  |  |  |
| --- | --- | --- | --- |
|  |[ ]  Christianity |[ ]  Buddhism |[ ]  Hinduism |
|  |[ ]  Judaism |[ ]  Islam |[ ]  Sikhism |
|  |[ ]  No religion |[ ]  Other religion |[ ]  Prefer not to say |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
|  |[ ]  Heterosexual |[ ]  Homosexual |[ ]  Bisexual |
|  |[ ]  Other |[ ]  Prefer not to say |  |  |

Please state where our advertisement was first seen

**NOTE 1: Criteria for classification as disabled under the Disability Discrimination Act**

Equality Act 2010 defines that a person has a physical or mental disability/impairment if it has a substantial and long-term adverse effect on his / her ability to carry out normal day to day activities.

Long term is usually defined as a year or longer.

Impairment may affect:

* mobility;
* manual dexterity;
* continence;
* ability to lift, carry or otherwise move everyday objects;
* memory or ability to concentrate, learn or understand; or
* perception of the risk of physical danger.
* speech, hearing or eyesight (but see below)

(If a person’s sight is corrected by wearing spectacles or contact lenses, this is **not** regarded as a disability.)

**These notes are for guidance only.**

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**NOTE 2: Data Protection**

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel & Payroll administration.

Carlisle City Council will retain the forms of unsuccessful applicants for 9 months – in accordance with current guidance.

Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be entered into the Personnel Computer System, which will allow Carlisle City Council to administer your employment. This form will then be placed into your Personnel file and retained until after you complete your employment with Carlisle City Council – for as long as legislation dictates.

Please be assured that Carlisle City Council will protect your information and treat as confidential at all times.